Darlene Collier

Modesto, Ca

Phone: 209-229-6167

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**Skills**

Excellent verbal, written, and interpersonal communication skills.

Articulate complex concepts in a clear manner.

Ability to take initiative and work independently.

Strong skill in flexibility, adaptability and collaboration.

Maintain the highest level of integrity and confidentiality.

Speak Fluent and Read Portuguese

Speak moderate Spanish

**Highlight**

* High attention to detail, confident in decision making, and ability to multitask in a high organized manner.
* Take pride in my professional attitude and bring with me 28+ exceptional years in the financial industry.
* A passion in time management and high responsibility in surpassing company expectations.
* Successful in budget analysis, general H.R., detailed reporting, timekeeping, employment law, quality audits, and coordinating projects.
* Prior to my 18 years in finance, I had 7 years of bookkeeping and payroll, with job coding, experience.
* AML/BSA Compliance Officer

**Experience**

* **Wells Fargo Bank N.A.**

Branch Manager III 8/2005 –12/2020

Coached team members by motivation, building confidence and critical thinking. Established branch priorities to increase branch household, deposit and business growth, consistently, year after year. This increased FTE and team prestige, building personal growth opportunity, and team engagement. Increased customer loyalty in a branch that was struggling by community involvement, genuine concern, transparency, communication, quality decision making and professionalism.

Personal Banker – 9/2002 – 8/2005

* **Bookkeeper on Wheels**

Self-owned business 1995 – 2000

Provided guidance with business start-up, organized office, banking, general ledgers, and budget. Full charge bookkeeping, assisting business owner with understanding financial processes. Completed accounts payable and receivable, contract bids and purchase orders.

* **Shaw’s Market** – (business sold 96)

Bookkeeper 1993-1996

Banking deposits, cash balancing, successfully reconciled monthly statements, prepared payroll, accounts receivable and payable. Assisted in guidance with human resources, compliance, benefits, time keeping, and semi-annual evaluations.

* **Da Silveira Construction, Inc./Da Silveira Southwest, Inc.**

Bookkeeper/Office Admin 1991-1993

Organized multiple projects, recorded job coding, calculated payroll, and analyzed reports. Charged with tasks applicable of the creation of new corporation, separation of businesses, moving business out of state, and assisted setting up international export. Organized and assisted in collaboration of two working offices, with no lapse in business operations, successfully.

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| Education & Certification | References |
| Currently Attaining Certified Bookkeeper Status  Member of American Institute of Professional Bookkeepers  July 2021 Accounting Fundamentals I and II  June 2021 QuickBooks Online | Susana Medina  209-613-8321  Wells Fargo – Business Specialist – (direct report) |
| Individual Excellence 2019  Writing Essentials Certificate 2019  Effective Business Writing Certificate 2018  Interpersonal Communication Certificate 2018  Employment Law Fundamentals Certificate 2015  Accounting Principles – 1995  Business Law -1995 | Kathy Robertson  209-609-0489  Wells Fargo – Service Manager 2 (Co-worker)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Martha Mataka  209-303-5779  Wells Fargo - Branch Manager 3 (Peer) |
| High School Diploma - 1980 |  |