

# BRITTNEY PIZZI

Saginaw, Michigan 48604 · 989-329-0994

[Bpizzi15@gmail.com](mailto:Bpizzi15@gmail.com)

---

## EXPERIENCE

**NOVEMBER 2016 – CURRENT**

**Imaging Specialist II**, TCF BANK

- Verified appropriateness of image quality against company standards.
- Received, organized and prioritized documents for scanning.
- Managed regulatory requirements and audit support needs by completing accurate paperwork as requested.
- Established, improved and reinforced document guides to handle current and expected requirements. These guides are used daily to assist employee indexing accuracy.
- Reviewed document management protocols and user activities against document management standards. Reviewed on a rotating schedule for a team of 15 people.
- Prepared and completed document scanning for projects in accordance with project manager specification.
- Created new employee on-boarding schedule for the first 90 days of employment. In 2020, established and executed a remote training schedule.

**FEBRUARY 2010 – MARCH 2014**

**TELLER II**, CHEMICAL BANK & TRUST

- Excelled at receiving and processing all banking transactions including, but not limited to: verifying transactions, account withdrawals and deposits.
- Gained in-depth knowledge of maintaining positive customer relations by means of proper handling of all transactions, in keeping with established procedures.
- Known for exercising discretion, judgement, and proposal about transaction problems and inquiries.
- Proven record of maintaining, verifying, balancing allocated cash drawer, vault and ATM.
- Well versed in recognizing customers' financial services requirements and cross selling service to meet those requirements.
- Dedicated and detail-oriented; high level of accuracy and strong attention to detail.
- Opened personal and business accounts of all types and assembled loan packages for filing.

**JUNE 2007 – FEBRUARY 2010**

**TEAM LEAD**, SELECT PLUS, INC.

- Led travel project team of 10 people to reset and merchandise complete store remodels
- Contracted with local companies to complete tasks.
- Direct communication with regional, district and store manager.
- Executed the placement and assembly of retail fixtures, adjustment of shelves and arrangement and placement of product on shelves in accordance with CAD drawings and plan-o-grams.
- Performed data collection and compliance auditing.

## **EDUCATION**

EXPECTED AUGUST 2022

**ASSOCIATE IN BUSINESS MANAGEMENT, DELTA COLLEGE**

Saginaw, Michigan 48604

## **COMMUNITY INVOLVEMENT**

**2013-PRESENT**

### **MAKE-A-WISH**

Raised money and awareness and have participated in multiple “Walk for Wishes” events, which enable the foundation to grant wishes of a child diagnosed with life-threatening medical conditions.

**2013-2019**

### **CARES**

Outreach to local businesses and community to help with tasks that need to be completed on a regular basis.

**2010-2019**

### **AMERICAN CANCER SOCIETY, RELAY FOR LIFE**

Raised money and participated in fundraisers and other Relay for Life events.