

# MARCOS HERRERA

502 Alicia Court  
Santa Fe, New Mexico 87501  
Home: 505-983-8531 Work: 505-983-5642  
Email: mherrera@comcast.net

---

## DIRECTOR OF RELIGIOUS EDUCATION

*"In him you also, who have heard the word of truth, the gospel of your salvation, and have believed in him, were sealed with the Holy Spirit." (Ephesians 1:13)*

A devoted Christian with the calling and desire to serve God and fulfill his purpose. Over seven years of selfless service preaching the Word of God; counseling individuals on their spiritual, emotional, and personal needs; and preparing candidates and their families for the sacraments of Christian initiation. Computer literate in Windows OS; Microsoft Word, Excel, PowerPoint, Outlook; Internet and Email. Bilingual in English and Spanish. Available for evenings and weekends.

### Core Qualifications

Roman Catholic Doctrine & Traditions ■ Catechetical & Sacramental Programs ■ Prayer & Liturgical Programs Management & Administration ■ Fiscal Management & Budgeting ■ Staff Development & Empowerment Curricula Design & Chatechist Training ■ Event Planning & Coordination

---

## VOLUNTEER EXPERIENCE

CATHOLIC DIOCESE OF SANTA FE, Santa Fe, New Mexico 2000 to Present

Member, Preacher's for The Charismatic Renewal (2000-Present)

Member, Leadership Team, Nueva Esperanza, Saint Anne Catholic Church (2004 - 2007)

Catechist, St Anne Catholic Church (2001-2002)

**Religious Education** - Prepare and deliver teachings about the Christian faith, the Catholic Church, its traditions and doctrines to parishes within the diocese. Preach the Gospel of Jesus Christ at vigils, retreats, seminars, and prayer group anniversaries. Invited speaker at the International Encounter in Washington, D.C.

**Program Administration** - Collaborated with committees and individuals across the dioceses to address financial and administrative issues pertaining to religious education, catechesis, new evangelization, and charitable missions. Assisted with organizing special programs. Coordinated catechists and volunteers.

**Catechesis** - Provided religious instruction and formation in Spanish to persons preparing for baptism, and for the faithful in various stages of spiritual development; preached to non-Christians, and those already baptized. Explained the traditional Catholic Rite of Baptism, its meanings and effects.

**New Evangelization** - Participated in community spiritual development by going door to door, proclaiming the reign of God, and witnessing to the Gospel through teaching. Encouraged community participation in the life of the sacraments, including baptism, first communion, confirmation, and holy matrimony.

**Charitable Missions** - Delivered food and clothing to over 100 families living under extreme conditions of poverty in El Salvador. Embraced the missionary spirit of the Saint Anne Catholic Church to teach the Word of God to Salvadorans of two parishes.

## EDUCATION / DEVELOPMENT

Saint Anne Catholic Church, Santa Fe, New Mexico 1998 to 2001

**Formation:** History of the Holy Bible & Scripture; Old Testament & New Testament; The Holy Sacrament; The Catholic Church & Its Roots; The Founder of the Catholic Church; Interpretation of the Holy Bible

# Marcos Herrera

502 Alicia Court • Santa Fe, NM 87501

Tel: (505) 983-8531

mherrerra@comcast.net

Seeking position as:

## BRANCH MANAGER

**Banking Operations / Customer Service / Product Sales  
Personnel Management / Industry Compliance**

A banking professional with more than nine years industry experience; eager and willing to learn new skills, take on challenges, and complete any education necessary for career growth. Possesses innate ability to motivate employees to provide exceptional customer service. Outstanding Communication / Listening skills; resulting in client confidence.

### CORE PROFESSIONAL STRENGTHS

Business Development	Consumer Banking Programs	Sales Goals / Action Plans
Bilingual: English, Spanish	Relationship Management	Staff Coaching / Monitoring
Bank Compliance	Cash Management	Budget Oversight

### EMPLOYMENT HIGHLIGHTS

FIRST NATIONAL BANK, Santa Fe, NM 2005 to Present

#### **Assistant Branch Manager / Mortgage Advisor**

- Oversees 10 employees focused in areas of customer service, up-sell sales initiatives, timeliness, accuracy, and provides motivation for quarterly goal achievement.
- Performs Bank Teller audits, schedules of staff hours, overrides / supervisor approvals, and opening / closing of accounts.
- Actively develops relationships between local businesses and community leaders.
- Manages mini-vault with funds ranging from \$20,000 to 100,000.

#### Significant Accomplishments:

- ✓ Community Outreach initiatives resulted significant increases in retail checking accounts.

FIRST COMMUNITY BANK, Santa Fe, NM 1997 to 2005

#### **Relationship Banker / Bank Operations Assistant**

- Supervised seven employees, resolved customer issues, and opened accounts for new customers.
- Created NSF reports and authorized return or payment of NSF checks.
- Provided effective motivational instruction to Bank Tellers and junior members of team.

#### Other Positions Held – First Community Bank:

**Customer Service Representative**

**Bank Teller**

### EDUCATION & TRAINING

SANTA FE CAREER CENTER, Santa Fe, NM

**Banking, Finance, and Investment** – Completed 2-Year Certificate Program

**Interpersonal Management Skills** – Completed 2-Day Certificate Program, First National Bank

**Computer Proficient:** Microsoft Word, Excel, PowerPoint, Outlook, RDS (Customer Database), Internet