

# TESSA COLLETTE

## DIRECTOR OF BUSINESS OPERATIONS

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### SUMMARY

In my current role with The Business Bank, I oversee Human Resources, as well as our South Burlington office. I administer payroll and employee benefits, assist with Accounts Payable, expense management, and employee training, and coordinate with representatives from our internal and external auditors and state and federal regulators. Additionally, I serve as the Bank's Corporate Secretary and point of contact for Board members and shareholders. Through my time in leadership roles, I know the importance of collaboration and consideration of all perspectives.

### EXPERIENCE

#### September 2022 - Present

The Business Bank (formerly Bank of Burlington)  
South Burlington, VT

- **January 2024 - Present**  
Director of Business Operations
- **September 2022 – January 2024**  
Board Liaison & Corporate Administrator

#### February 2020 – June 2022

NorthCountry Federal Credit Union  
South Burlington, VT  
Member Advocate Manager – Colchester & Burlington offices

#### April 2011 – December 2019

EastRise Credit Union (formerly Vermont State Employees Credit Union)  
Montpelier, VT  
Multiple member-service roles in branches & the call center

### REFERENCES

Available upon request.

### EDUCATION

Vermont Technical College  
Randolph, VT

B.S. Business Management &  
Technology

### KEY SKILLS

- COLLABORATION
- DIRECT COMMUNICATION
- PROJECT MANAGEMENT
- ATTENTION TO DETAIL
- PEOPLE MANAGEMENT
- TRAINING & DEVELOPMENT
- EVENT COORDINATION