

Assistant Head Teller

ROBERT SMITH

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Objective

To obtain a position that will allow to continue to use strong organizational skills, attention to detail and admirable work ethic in an environment to help the company and co workers be successful.

Skills

Microsoft Office, Microsoft Excel, Monetary Transactions, Processing Loan Payments.

Work Experience

Assistant Head Teller

ABC Corporation - 2008 - 2008

- Chesapeake, VA Managed a wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.
- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems on the spot.
- Provided an elevated customer experience to generate a loyal clientele.
- Verify daily records before allowing co-workers to leave.
- Built long-term customer relationships Developed a reputation as an efficient teller with high levels of accuracy in transactions.
- Executed customer transactions, including deposits, withdrawals, money orders, and checks.
- Rapidly and efficiently prepared customer and ATM cash and change orders.

Assistant Head Teller

Delta Corporation - 2004 - 2008

- Handled customer transactions as assistant head teller to include deposits, withdrawals, safe deposit box transactions, and loan payments.
- Balanced and verified all vault currency.
- Responsible for opening new accounts in absence of new accounts manager.
- Ensured that ATM and branch was balanced and resolve any mis-balances Opened and closed accounts Handled customer transactions including deposits, .
- Processed utility bills, night depositories, cash advances, money orders and bank checks.
- Distributed and redeemed USA Savings Bond.
- Made deposits and withdrawals to and from accounts.

Education

management - (Fortis College - Norfolk, VA)