ROBERT SMITH

Bank Associate

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Managed multiple projects and contracts. Ability to direct complex projects from concept to fully operational status. Highly skilled in managing and organizing multiple tasks and assignments/projects. Goal-oriented individual with strong leadership capabilities. Organized, highly motivated, and detail-directed problem solver.

EXPERIENCE

Bank Associate
ABC Corporation - 1978 – 1983

- Received checking and savings deposits which required verification of cash and endorsements, received proper identification for cash back and issued receipts of deposit.
- Examined checks deposited and determined proper funds availability based on regulation requirements and complete hold notices.
- Cashed checks which required verification of endorsement, proper identification, validity.
- Answered basic customer inquiries regarding interest rates, service charges and account histories while complying with disclosure requirements, regulations and consumer privacy policies.
- Promoted and sold bank products and services.
- Referred customers to the proper department for issues that cannot be resolved at the teller line.
- Bought and sold currency from the vault as necessary, ensuring that teller drawer cash limits are not exceeded.

Bank Associate
Delta Corporation - 1996 – 2000

- Handle all deposits and withdrawals (loan payments, bank checks, etc.).
- Refer customers to platform bank associates for cross selling.
- Maintain monthly/ quarterly sales goals; maintain contact with customers in book of business to recommend products and services that fit their needs.
- Ensure compliance and operational tasks are handled properly in accordance with Provident Bank and regulatory standards.
- Performed all duties related to contract closing and property closing.
- Answered customer questions regarding property closing.
- Process closing transactions obtaining signatures on the proper documents.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

EDUCATION

- Bachelors In International Studies

SKILLS

Microsoft Office And Excell Applications.