ROBERT SMITH

Cash Vault Teller

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An outgoing and professional who is highly energetic, and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service. Reliable and friendly [Cash Vault Teller] who quickly learns and masters new concepts and skills.

1999 – 2000

CASH VAULT TELLER - ABC CORPORATION

- Processed 150-200 cash transactions totaling approximately daily.
- Responsible for identifying and removing counterfeit bills from transactions.
- Increased company revenue by analyzing transactions for errors and reporting accordingly.
- Handled large volumes of cash.
- Assisted with merchant banking.
- Issued cashiers checks and money orders.
- Maintained stop payment orders.

2002 – 2004

CASH VAULT TELLER - DELTA CORPORATION

- Counted and verified consumer bank deposits with the money counter. Recorded and entered monetary amounts into the computer database.
- Processed sales reports for all cash transactions and successfully completing reconciliation. Responsible for handling large quantities of cash and to prepare the counted amounts of money to be shipped and stored at a Federal bank.
- Experienced in handling huge volume counting of cash and coins.
- Processed deposits from multiple bank inventories, load out orders based on what the customer needs/orders, balance inventories after all orders are done.
- Verified large deposits of large companies and retailers.
- ${job_description26}
- ${job_description27}

EDUCATION

Medical Terminology - (MEDINA COUNTY CAREER CENTER - Medina, OH)

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SKILLS

Data Entry, Process Transactions, Record Transactions.