

Robert Smith

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Cash Vault Teller

SUMMARY

Seeking to obtain a cash vault teller position. Proficient in teller and branch operations and consistently provide excellent customer service. Ability to effectively communicate with members both verbally and in writing.

SKILLS

Proficient in MS word, Cash Handling, Customer Service.

WORK EXPERIENCE

Cash Vault Teller

ABC Corporation - August 2009 – July 2011

- Provided superior service to the customers by accurately processing large cash deposits within the security of a cash vault atmosphere.
- Accurately depositing large amounts of cash and coin using high-speed currency counters, providing a daily inventory of cash and coin, and selling to the appropriate area for balancing purposes.
- Verified and post cash and check deposits using a high-speed currency counter.
- Performed daily balancing of cash and coin and selling throughout the day to appropriate inventories.
- Ability to work under constant security watch.
- Accurately identified counterfeit bills and posted deposits accordingly.
- Verified and processed bank deposits and identify deposit discrepancies.

Cash Vault Teller

Delta Corporation - 2018 – 2020

- Produced rolled coin for COD orders.
- Maintained a steady balance on the coins. Counted and recorded all currency/ chips from tables games.
- Strapped and prepared the currency including closing and balancing all slot machines.
- Transferred currency with accounting and main banker departments.
- Processed commercial deposits.
- Unloaded, sorted & sold cash order items to other cash vaults & banks.
- `#{job_description27}`

EDUCATION

Diploma in Medical Assisting - (The College of Health Care Professions - Dallas, TX)