

ROBERT SMITH

Assistant Commercial Teller

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Experienced office manager, accountant, bookkeeper, executive assistant with increasing responsibilities Advanced accounting/bookkeeping skills Accounts Payable, Accounts Receivable, Collections, Human Resources, Payroll, Timekeeping, Federal, State, and Local Taxes, Project Accounting, Inventory, Financial Data and Banking Procedures Effective communicator and mediator with multi-level executives, managers, employees, financial institutions and vendors; ability to calmly interact with a wide range of personalities.

JUNE 1997 - MAY 1999

ASSISTANT COMMERCIAL TELLER - ABC CORPORATION

- Accepted any Treasury Tax and Loan Payments, completed change requests for business customers.
- Conducted vault transactions for tellers requesting cash orders.
- Initiated cashier checks, money orders, travelers checks and teller checks for commercial customers.
- Certified branch on the job trainer and certified branch manager trainer.
- Placed holds on accounts overdrawn, ordered daily supply of cash, and counted incoming cash.
- Responsible for balancing the daily transactions and providing for the security of cash and transaction documentation.
- Received checks and cash for deposits, verified amount, and examined checks for endorsements.

1996 - 1997

COMMERCIAL TELLER - DELTA CORPORATION

- Verified, balanced and or adjusted large commercial deposits that averaged over \$3 million dollars daily.
- Maintained and printed computer records of each deposit.
- Processed reports of counterfeit bills and unusual currency transactions.
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- Processed reports of counterfeit bills and unusual currency transactions.
- Provided a high level of customer service in processing commercial bank transactions.

EDUCATION

Business Management - August 1990(College of Mainland - Texas City, TX)

SKILLS

Customer Service, Cash Handling, Cash Register.