ROBERT SMITH

Associate Commercial Teller

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Cash checks for banking customers and /or checks issued to our customers. Issues cashier checks, traveler?s checks and money orders. Processes consumer and commercial deposits, loan payments and change orders.Balances cash assigned to the teller station daily and complete the closing transactions.Processes and logs all deposits made by mail and night depository items.

CORE COMPETENCIES

Cash Handling, Microsoft Office, Bookkeeping, Aging Reports/ Collections, Insurance Verfication.

PROFESSIONAL EXPERIENCE

Associate Commercial Teller

ABC Corporation - April 2008 – September 2009

Key Deliverables:

- Handled commercial transactions Handled customer transactions Balanced my drawer daily Prepared for AMSA pickup Balanced ATM and replenished the unit.
- Greet every customer with a warm and friendly welcome while learning customer needs Reporting to Branch Manager, performed a variety of customers.
- Responsible for servicing commercial banking customers -Responsible for processing deposits; withdrawals, transfers and other transactions.
- Responsible for balancing the daily transactions and providing for the security of cash and transaction documentation.
- Communicated with customers by phone and in-person to solve minor problems with the account.
- Memorized customers orders while processing other orders Operated cash register and balance at end of day Took and completed orders made by.
- Process loan and check cashing transactions with the use of phone, computer, reference material.

Commercial Teller

Delta Corporation - 2005 – 2008

Key Deliverables:

- Deposits/withdrawals, balancing a drawer of $15,000 or more.
- Helping out the teller line with other accounts.
- Helping customers with any available promotions they were eligible for.
- Applying customers for loans and credit cards.
- Filling the ATM, taking in cash drops, depositing night drops, and balancing of the vault.
- Moved up quickly on the teller line.

2259 Oak Street, Old Forge, New York, 13420

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- Stayed with the company but at the time my husband and I had just been married and moved to Pueblo.

EDUCATION

Associates in General Studies - September 2009(Red Rocks Community College - Lakewood, CO)

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