ROBERT SMITH

Teller/Personal Banker

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SUMMARY

Dynamic Teller/Personal Banker that works efficiently in a highly pressured work environment. Excellent analytical, organizational and problem-solving skills that will facilitate accounting support in a fast paced environment with potential for growth. To obtain a challenging position in banking in a growth-oriented reputable bank requiring expertize in handling customers, proven track record in driving direct profits for the organization and excellent client service skills.

SKILLS

Marketing, Finance, Sales, Interpersonal Communication, Numeracy, People, Analytical, Negotiation, Proficient In Mac And PC Platforms, Tech Savvy, Organization, Creativity, Teamwork, Keyboarding.

WORK EXPERIENCE

Teller/Personal Banker

ABC Corporation - August 2012 – May 2016

- Analyzed current customer relationships and proactively contacted customers with recommendations to assist them with achieving financial success.
- Developed and maintained relationships with Wells Fargo partners to maximize sales opportunities.
- Resolved difficult customer situations effectively while delivering professional customer service and the highest level of customer satisfaction.
- Managed customer products and services including; savings, checking, certificates, IRAs, loans, and lines.
- Performed analysis reconciliation for safe deposit boxes monthly and annual report.
- Responsible for approving customer override for large checks and cash transactions after performing the necessary due diligence.
- Assisted customers with reconciliation, made an adjustment to account balance and monthly bank statements.

Junior Personal Banker

ABC Corporation - March 2008 – August 2012

- Provided personal financial counseling, lending, and customer service.
- Provided customer service on assigned accounts; opens accounts for customers.
- Reviewed and approved overdrafts and checks for cash, and answered questions concerning accounts, loans, statements, etc.
- Prepared credit and financial information for the processing of mortgage, installment, and discount loans for individual customers. Assists other personal bankers in the analysis of credit information and the evaluation of loan applications.
- Cross-sold a full range of personal banking services to present and potential customers.

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- Participated in a business development program in conjunction with assigned account responsibilities.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Bachelor's in Accounting - 2007 (University Of Maryland University College)General Studies - (University Of Phoenix)High School Diploma - (Gettysburg Area High School)

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