ROBERT SMITH

Commercial Teller

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Commercial Teller, successful at cross-selling bank products and services. Hardworking and outgoing team member versed in cash handling processes and management principles. Trustworthy Teller who enjoys working in a customer-focused work environment. Offers strong knowledge of banking products and services. Dependable and punctual with outstanding mathematical aptitude. Motivated banking professional possessing a strong commitment to quality customer service coupled with superb communication skills.

EXPERIENCE

Commercial Teller

ABC Corporation - NOVEMBER 2014 – JANUARY 2016

- Helped customers select products that best fit their personal needs.
- Built and maintained effective relationships with co-workers and senior management.
- Built customer confidence by actively listening to their concerns and giving appropriate feedback processed all sales transactions accurately and in a timely manner.
- Prepared items according to written or verbal orders, working on several different orders simultaneously.
- Exceeded customer service goals by minimizing customer wait times, and accurately and efficiently processing customer transactions.
- Established and solidified customer relationships by providing outstanding customer service via the telephone or in person.
- Adhered to security measures and controls in accordance with teller standards, to minimize potential loss.

MSR/Teller

ABC Corporation - AUGUST 2009 – DECEMBER 2013

- Asked questions to learn about the customers financial needs and, when the customer saw value, introduced them to other team members.
- Delivered customer needs for products such as deposit boxes, atm processing, bonds and coupons, foreign currency, merchant/vault, and night drop.
- Responsible for maintaining certifications and compliance to provide financial services.
- Expanded and deepen customer relationship through new offering to promote retention and loyalty.
- Responsible for maintaining and balancing a cash drawer of high dollar limits.
- Processed 25 to 30 transactions per hour with attention to detail and ability to follow bank and federal regulations and policies.

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- High School Diploma in Drama Club - 2008 (Palm Beach State College - Pahokee, FL)Diploma in General Studies - 2011(Derby High School - Derby, KS)High School Diploma - September 2010(Mishicot High School)

SKILLS

Office Management, Office Equipment, Cash Handling, Record Keeping, Customer Service, Quick Learner, Word Processing