

Teller Banking Representative

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Entry-level finance-related Teller Banking Representative position (budget management, financial or credit analyst, etc.) where leadership, a strong work ethic, and self-motivation would be an asset. Willing to relocate.

Skills

MS Office, Organizational Skills, Management Skills.

Work Experience

Teller Banking Representative

ABC Corporation - November 2002 - January 2002

- Cash checked after ensuring that signatures are valid.
- Verified that the customer is who he or she claims to be.
- Compared to signatures, photos, and ID to verify customers.
- Assisted customers in depositing cash and checks by comparing the sum received to the amounts listed on the deposit slip.
- Received cash from armored cars and count and verify cash.
- Accepted and processed loan payments.
- Ensured that the cash drawer is balanced and maintained at all times.

Teller Banking Representative

Delta Corporation - 2001 - 2002

- The responsibility of this job is to serve people, and do my responsibility as a teller, and have patience for my customer and understanding as well so.
- Worked with cash and financials exceeding \$200,000 on a daily basis Scored five stars on every Gallup CQI poll.
- Recognized several times for excellent customer service.
- Averaged over 200 transactions a day while maintaining minimal wait times in Drive-Thru.
- Teller Banking Representative, PNC Bank, Ann Arbor, MI.
- Assist members with basic member service requests (check cashing, money orders, stop payments, etc.), persuaded customers to open new accounts.
- Excellent punctuality Team player Met all sales goals given by management.

Education

Diploma