

ROBERT SMITH

Teller Banking Representative

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Highly qualified Teller Banking Representative with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself.

SKILLS

Management, Banking, Communication Skills.

WORK EXPERIENCE

Teller Banking Representative

ABC Corporation - March 2011 – January 2014

- Performed a set of regular procedures, as well as a variety of customer requests and accurate transaction processing.
- Accepted retail and/or commercial deposits, loan payments, process checking and savings account withdrawals Handled cash drawer, cashed checks.
- Maintained an adequate cash drawer at all times.
- Balanced cash drawer in accordance with Bank procedures and regulations including periodic batching of cashed checks.
- Answered customer inquiries and refer customers to the proper service area for issues that cannot be resolved at the teller line.
- Provided additional products including cashiers checks and personal money orders.
- Assisted customers in accessing safety deposit boxes.

Teller Banking Representative

Delta Corporation - 2007 – 2011

- Teller Supervisor Training within 7 months of hire Promoted to ATM Teller after 5 months Check cashing and deposits; loan payments Cross-selling.
- Earned Branch of the Month for January 2013.
- Retain customers while increasing overall customer satisfaction, I am responsible for processing customer transactions in an accurate and timely.
- Performed consumer banking transactions in a large metropolitan branch.
- Responsible for large currency transactions on a daily basis.
- Trained for a position as assistant head teller.
- Handled cash, and was responsible for daily cash drawer balancing.

SCHOLASTICS

- High School Diploma