

Robert Smith

Teller Banking Representative

PERSONAL STATEMENT

A highly motivated candidate seeking a Teller Banking Representative position in an entry-level position that will allow me to utilize my work experience to advance both professionally and personally.

WORK EXPERIENCE

Teller Banking Representative **ABC Corporation - November 2014 - 2015**

Responsibilities:

- Provide account services to customers by receiving deposits and loan payments; cashing checks; issuing withdrawals, selling cashiers checks, money orders, gift cards, foreign currency transactions, the redemption of US Bonds, and funds transfers.
- Provided sales referrals; promote services & products; build rapport with customers; follow bank policies & procedures; cash handling; maintain security procedures.
- Assisted in clerical responsibilities; open and closed branch; identify & rectify balancing errors; balance cash drawer.
- Used GENESIS, ORACLE, and LOTUS operating systems.
- Responsible for 2 ATMs; audit each once a week and fill each, twice a week.
- Operated the drive-thru window.
- Selected to attend various community and public relations events to promote company products and services.

Teller Banking Representative **Delta Corporation - 2010 - 2014**

Responsibilities:

- Provides wonderful customer service and consistently receives rating of five stars for this - Answers and makes out-reach phone calls to customers to .
- Cash handling or retail service experience Excellent interpersonal and communications skills, and a professional manner Computer skills, with the .
- Have made great strides over the past 1 1/2 years.
- Served clients at the bank counter for cash and check transactions.
- Sold bank products to Personal and Business clients.
- Received award and raise for maintaining 100% balancing accuracy Met or exceeded all sales goals every month Received 99% on customer satisfaction .
- Accurately process and balance daily transactions, and payments.

Education

High School Or Equivalent

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Customer Service,
Computer Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

