

ROBERT SMITH

Teller Banking Representative

info@qwikresume.com | <https://Qwikresume.com>

To obtain a Teller Banking Representative position that will allow me to fully utilize my communication, organizational, and problem solving skills to contribute to greater office efficiency and productivity.

FEBRUARY 2013 - 2013

TELLER BANKING REPRESENTATIVE - ABC CORPORATION

- Promoted bank products and services by assessing customer needs and offering the appropriate products.
- Clearly and respectfully communicated with customers to resolve customer complaints and implement bank public relations initiatives to increase customer satisfaction.
- Acted as the primary point of contact for branch services and promotions.
- Generated sales, engage, and identify opportunities to cross-sell customers to other branch products.
- Recognized for procuring high yielding investment funds through customer engagements and referral.
- Provided clerical support (screening and answering busy phones, copying, faxing, mailing and shipping, filing, etc.) Served as liaison between the branch and cooperate headquarters, as well as with the community.
- Selected to attend various community and public relations events to promote company products and services.

2008 - 2013

TELLER BANKING REPRESENTATIVE - DELTA CORPORATION

- Assisted high profile customers with account management.
- Completed daily tasks within store compliance with audit regulations.
- Completed daily settlement of ATMs as well as meeting customer service goals.
- Advised clients with financial needs.
- Supported existing and potential clients via phone.
- Promoted banking services to maximize business.
- Resolved client questions and concerns.

EDUCATION

MS

SKILLS

Microsoft Office, Organizational Skills, Communication Skills.