

Objective

Energetic, reliable and adaptable professional with a solid understanding of business operations and various corporate environments. Proven abilities in creatively identifying methods for improving staff productivity and organizational behavior. Results-oriented professional with excellent communication and interpersonal skills.

Skills

SQL Workbench, Jira, Selenium, IBM Rational Functional Test Suite, HP QuickTest Professional, Java Script, Test Methodologies: Agile And Waterfall, Software Development Lifecycle.

Work Experience

Teller Representative

ABC Corporation - August 2011 – 2022

- Managed multiple clients at one time.
- Counted large sums of cash and coin, and also responsible for replenishing ATM.
- Worked for the summer, I was much appreciated by many customers and fellow co-workers for my ability to work well with others and provide respectful customer service.
- Provided technical support to existing customers in exchange for upgrades or new hardware or software (e.g., laptops).
- Performed key functions related to prospecting, networking, interviewing and other activities related to establishing business relationships.
- Identified and nurtured new business opportunities within existing client relationships.
- Created a pipeline of qualified leads by identifying and developing target prospects in a variety of different industries.

Teller Representative

Delta Corporation - 2006 – 2011

- Assisted guests with their money transactions and any questions they had Provided exquisite customer service Worked closely with our branch manager .
- Took customer deposits and withdrawals, electronically wiring money from country to country Approved checks for teller deposit Provided excellent .
- Responsible for cash handling and transactions in large volumes, providing excellent service assisting customers with problem resolution and .
- Responsible for cash handling and transactions in large volume, providing excellent service assisting customers with problem resolution and inquiries .
- Process daily customer interactions and transactions Educate customers on options for processing and managing financial transactions Apply product .
- Process deposits Lobby management Client service needs.
- Process deposits, withdrawals, check cashing and other transactions, including night depository and ATM Answer member inquiries and provide solutions .

Education

MS In Psychology