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| JOHN DOE | | |
|  | 1471 Main Street | Anytown NY 12345 | 333-555-1212 | testdoc@yahoo.com | |
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| Objective | | |
| To obtain a position within a professional establishment with room for advancement that would utilize my exceptional customer service and typing skills | | |
| Skills Profile | | |
| * Detailed oriented and works with a high degree of accuracy * Able to multitask * Handles confidential financial and personal information appropriately * Able to tactfully handle stressful and difficult situations * Possesses strong problem solving skills * Accurately captures customer information * Completes supporting paperwork and data entry as required * Assists customers effectively by solving customer disputes * Handles incoming calls or inquires from prospective customers | | |
| Employment History | | |
| Community Bank Customer Service Representative / Teller | | 6/26/2006 — 3/3/2011 |
| Anytown, NY   * Cross-sell banking services and products to clientele. * Experienced professional with a successful career in banking, business development, and administration. * Excel at interfacing with others at all levels to ensure organizational goals are attained. * Possess excellent interpersonal, analytical, and organizational skills. * Assembles loan pay-off documentation for various customers and companies. * Process loan payments transactions * Compiled various work logs keep record of monthly teller transactions * Balanced and recorded traveler’s cheques. * Maintain record of teller bait straps for security purposes * Redeemed Certificates of Deposit, establish saving, checking, Money Market, and IRA accounts * Cut Cashier’s checks, money orders, and starter checks * Assisted customers with verification of deposit, telephone transfers, and with any inconsistencies they may come across. | | |
| Company2 Head Cashier/ Money Room Attendant | | 1/6/2006 — 10/5/2008 |
| Anytown , NY   * Received cash banks at beginning of work shift and verified accuracy by counting cash bags * Ensured that proper cash handling was followed in each stand * Took cash from each department, reconciled and completed reports * Worked night depository deposits * Processed inbound and outbound bank shipments * Processed commercial cash and check deposits * Crossed trained and covered for other money room positions | | |
| New Bank Teller 1 | | 2/5/2005 — 1/6/2006 |
| Anytown, NY   * Accurately conducted all credit and debit transactions in compliance with established bank policies and procedures. * Maintained proper cash supply prepared daily proof record while maintaining an acceptable difference record. * Received and paid out money, and maintained accurate records of all transactions. * Cashed checks within assigned limits. * Accepted savings deposits and withdrawals, loan, credit card, utility and other payments. * Issued official checks and redeemed savings bonds. * Prepared daily settlements of teller cash and proofs transactions. * Processed night deposits and ATM transactions. * Demonstrated high level of accuracy and efficiency when conducting customer transactions. * Utilized knowledge of products and services, the corporate mission and corporate policies and procedures in the performance of job responsibilities. * Applied technical skills through the operation of computerized systems. * Actively promoted the banks¡¦ services and products, answered questions, and directed customers to appropriate departments for specialized services with each bank transactions. | | |
| Grocery Cashier / Bagger | | 3/1/2003 — 2/5/2005 |
| Anytown, NY   * Provided excellent customer service and assistance to all customers. * Upheld company policy and procedures to ensure a safe working environment. * Worked closely with all team members to ensure all customers were taken care of during their entire shopping experience. * Strived to work towards corporate mission and goals | | |
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