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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
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| 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.
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| 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
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| 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.
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| 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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