

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Bank Teller - Company / Location

MONTH YEAR - Present

- **Process Customer Transactions:** Take in and give out cash to customers, as well as process check deposits and other routine tasks.
- **Double Count Cash for Large Cashouts:** Assist fellow bank tellers in counting the right amount of money for large withdrawals.
- **Buy and Sell Cash to the Vault:** Buy cash from the vault when the drawer is low and sell cash when the drawer is high.
- **Detect Counterfeit Money:** Use sense of touch, light sources, and other counterfeit detection tools to maintain a balanced drawer.
- **Follow Branch Opening and Closing Procedures:** Open and close the bank branch based on the scheduled shift, following standard protocols.

Branch Teller Capture Expert - Company / Location

MONTH YEAR – MONTH YEAR

- **Obtain Extra Training:** Attend extra training sessions regarding the new teller capture system.
- **Assist Branch Managers in Transition:** Work with the branch manager to process a change to a new system.
- **Train Fellow Tellers:** Train the other bank tellers on how to use the updated capture system for processing transactions.
- **Contact Training Department:** When necessary, contact the training department for more assistance.
- **Be a Point of Contact:** Be on call to help other branches when they need help with the updated system.

Project Experience

- **Digitize ATM Deposits:** I assisted the branch manager in making digital copies of ATM deposits to save paper.
- **Organize Office Supplies:** I organized our supply room and took stock of essential office supplies to help prepare for future orders.
- **Updated Safe Deposit Box Logs:** I created a more efficient log system to track customer access to their safe deposit boxes.

Education

Bachelor of Arts in Communication - X State University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Associate of Arts in Liberal Arts- Y Community College

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Ability to learn quickly
- Fraudulent bill detection
- Counting skills
- Teamwork
- Leadership

Licenses & Accreditations

Licenses Licenses & Accreditations

- Teller Capture Software Certification
- Bank Teller Certification