

NAME

TITLE

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

Profile

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Experience

Bank Teller - Company / Location

MONTH YEAR - Present

- **Process Deposits and Withdrawals:** Take in cash and give cash out to customers when processing transactions.
- **Organize CTRs:** Manage and organize currency transaction reports for the branch.
- **Contact Customers as Needed:** Call customers to verify checks when non-customers want to cash them.
- **Identify Elder Abuse:** Work with the team to identify signs of elderly people being taken advantage of by relatives or others.
- **Translate for Other Tellers When Communicating With Customers:** Translate between English and Spanish or ASL.

Cashier - Company / Location

MONTH YEAR – MONTH YEAR

- **Manage a Balanced Cash Drawer:** Count cash accurately to ensure the register drawer is always in balance.
- **Take Customer Orders:** Take phone orders and read them back to ensure the customer receives the correct items.
- **Process Refunds Following Store Policy:** Follow protocols regarding customer refund and exchange requests.
- **Maintain an Organized Workspace:** Keep the counter clean and free of clutter to help improve order processing speed.
- **Help on the Customer Floor:** When needed, help associates organize inventory and perform other tasks away from the register.

Project Experience

- **Diversity Coordinator:** I helped ensure we had a diverse team working together on a diversity initiative, which helped attract more diverse students and professors.
- **Accessibility Advocate:** I worked with professors and students to ensure my university was accessible to people of all ages and abilities.
- **Study Abroad:** I spent a semester studying abroad in Mexico, where I learned a lot about their culture and language.

Education

Bachelor of Arts in Spanish with a minor in finance SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Teamwork
- Leadership
- Communication
- Time management
- Spanish language

Licenses & Accreditations

Licenses Licenses & Accreditations

- Spanish Translation Certificate
- ASL Interpreter Certificate