

Terri Bueti

Bank Teller

 terri.bueti@gmail.com

 (767) 395-4809

 123 Maple Street, Hartford,
CT 06105

Education

**Associate of Applied Science
in Banking and Finance at
Gateway Community College,
New Haven, CT**

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Business Law, Principles of Banking, Money and Banking, Economics, Personal Finance, Financial Management, Investment Analysis, and Risk Management.

Links

[linkedin.com/in/terribueti](https://www.linkedin.com/in/terribueti)

Skills

Cash handling

Customer service

Fraud detection

Microsoft Excel

Time management

Problem-solving

Bilingual communication

Languages

English

Mandarin

Profile

Dedicated Bank Teller with 1 year of experience providing efficient and accurate financial services to clients. Proficient in cash handling, transaction processing, and cross-selling bank products. Demonstrated ability to maintain strong client relationships while ensuring adherence to banking regulations. Adept at working in fast-paced environments, with a keen eye for detail and commitment to exceptional customer service.

Employment History

Bank Teller at People's United Bank, CT

Apr 2023 - Present

- Successfully processed over \$5 million in cash transactions during a 12-month period, maintaining 100% accuracy and ensuring customer satisfaction.
- Implemented new cross-selling strategies that resulted in a 20% increase in sales of bank products and services, contributing to the branch's overall growth and profitability.
- Assisted in training and onboarding of 3 new tellers, helping them to become proficient in daily operations within the first month, resulting in improved efficiency and reduced wait times for customers.
- Recognized as "Teller of the Month" twice in one year for exceptional performance, including maintaining a perfect balancing record and consistently receiving positive feedback from both customers and coworkers.

Teller I at Webster Bank, CT

Aug 2022 - Feb 2023

- Successfully processed over 150 daily transactions, maintaining a 99.5% accuracy rate and contributing to the branch's overall efficiency.
- Assisted in increasing the branch's customer satisfaction score by 10% through exceptional service and timely resolution of customer inquiries.
- Cross-sold banking products and services, resulting in a 15% increase in new checking and savings accounts opened during the year.
- Identified and reported suspicious account activity, leading to the prevention of potential fraud losses totaling over \$50,000.

Certificates

Certified Bank Teller (CBT)

Apr 2022

National Professional Certification in Customer Service

May 2020

Memberships

American Bankers Association (ABA)

Independent Community Bankers of America (ICBA)