

BANK TELLER RESUME SAMPLE

from Resume Genius

RESUME OBJECTIVE

Bank Teller with over 13+ years of experience of providing excellent customer service, handling customer transactions, referring credit products and balancing cash drawers. Seeking to perform the Teller II position in a bank where I can utilize my knowledge of banking products and procedures.

EXPERIENCE

BANK TELLER II

E&G Bank, Central, NY / September 2011 - Present

- Process standard teller transactions for customers including servicing client accounts, accepting loan payments, managing safe deposit box payments, cashing checks, balancing cash drawers, handling night deposits, correcting discrepancies.
- Balance Automated Teller machines, Teller Cash Dispensers (TCDs)/ Teller Cash Recyclers (TCRs) often totaling more than \$100,000.
- Process 25+ customer transactions per hour with extreme attention to detail.
- Selling and redeeming U.S. Savings Bonds applications to the Federal Reserve as needed.
- Respond to customer account inquiries totaling 130+ weekly accounts.


BANK TELLER I

Tribute Bank, Central, NY / June 2005 - August 2011

- Quickly established credibility with clients and remembered over 50+ names of regulars, creating a friendly rapport with customers.
- Adhered to strict safe deposit box operations and guidelines.
- Assisted the supervisor with audits and daily balancing of the vault which exceeded \$50,000.
- Organized 200+ customer transaction receipts on a daily basis so that they could be properly filed in a timely manner.
- Assumed a leadership role in the absence of the supervisor and maintained bank's normal operations and procedures.

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SKILLS

Excellent Mental Math

Ledger Balancing

Cash Handling

Data Entry Skills

Problem Solving

Adaptability

Collaboration

EDUCATION

TELLER SPECIALIST CERTIFICATE

Community Banker
University / 2015

HIGH SCHOOL ADVANCED DIPLOMA

Sweet Valley High,
Charlotte, NC / 2005

AWARDS

EMPLOYEE OF THE MONTH

E&G Bank
October 2015