

# Bank Teller Resume

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## Summary

Bank teller with 10+ years of experience providing excellent customer service, handling customer transactions, referring credit products, and balancing cash drawers with 100% accuracy. Seeking to fill your Head Teller position to hone extensive knowledge of banking products and procedures. Dedicated team player, bilingual in English/Spanish, and ready to help Jamestown Federal Credit Union achieve its goals.

## Professional Experience

### Bank Teller II

*September 2016–Present*

E&G Bank, Marlboro, NY

- 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, and correcting discrepancies
- Balance automated teller machines, teller cash dispensers (TCDs)/teller cash recyclers (TCRs) often totaling more than \$100,000
- Complete 25+ customer transactions per hour with extreme attention to detail
- Sell and redeem US Savings Bonds applications to the Federal Reserve as needed
- Respond to customer account inquiries from 130+ weekly accounts
- Assisted with the training of 2 new tellers, ensuring they received a comprehensive education on proper banking policies

### Bank Teller I

*September 2011–January 2016*

Tribute Bank, Marlboro, NY

- 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 supervisors 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
- Filled in for the supervisor and maintained normal bank floor operations

## Education

**High School Advanced Diploma**, Sweet Valley High, Charlotte, NC

*June 2011*

- Captain of the varsity hockey team

## Additional Skills

- Expert with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Fluent in Spanish and English
- Outstanding typing skills (WPM: 90)