

JAMES WILLIAMS



1852 Taylor Street, Atlanta, GA 30344



(555)734-9006



Example@gmail.com

SUMMARY

Detail-oriented and personable bank teller with significant experience completing customer deposits, withdrawals, and balance inquiry activities. Able to answer customers' questions about bank policies and their accounts quickly and accurately. Maintains high level of attention to detail to ensure that all transactions are correct and accurately recorded.

WORK EXPERIENCE

Terrimac Banking, Atlanta, GA

Bank Teller, October, 2012 - July, 2016

- Maintained an extensive knowledge of the various accounts that the bank provided and educated customers on which accounts were the best fit.
- Maintained a positive and friendly attitude while helping out customers, both at the counter as well as the drive up window.
- Accurately and efficiently processed and recorded daily transactions for bank customers.
- Reviewed and memorized the safety protocols of the bank in the event of a robbery or other disasters.
- Ensured the legality of all documents and transactions.

Southport Savings, Atlanta, GA

Bank Teller, September, 2009 - July, 2012

- Promoted various banking practices and special offers, including upgraded accounts, free credit checks and retirement plans.
- Prepared, verified and deposited money orders and cashier's checks.
- Assisted in the training of incoming tellers in day-to-day operations.
- Collaborated closely with bank managers and other senior staff to ensure the smooth running of the branch.
- Operated a variety of banking equipment, including ATMs and other card swiping devices.
- Directed customers to other tellers, managers and bankers as needed.

SunTrust Banking, Atlanta, GA

Bank Teller, January, 2006 - June, 2009

- Greeted all customers pleasantly and engaged them in light conversation to facilitate relationships.
- Counted bills, coins and other funds quickly and accurately.
- Monitored the surveillance footage of [[Bank]] vaults to ensure daily safety.
- Performed light cleaning duties in the form of emptying wastebaskets and wiping down surfaces.
- Performed light clerical duties in the form of faxing, scanning and computing.
- Prepared shipments to travel to other branches and banks.

EDUCATION

High School Diploma

Southland High School, Atlanta, GA