

Robert Smith

Retail Banker

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SUMMARY

6+ years of experience as a Retail Banker is seeking a position as a bank or credit union teller in a well-established organization.

SKILLS

Cash Handling, 40 wpm, Data Entry, MS Office Suite, Retail Management, Organizational, Training, Receptionist, Team Player, And Retail Sales.

WORK EXPERIENCE

Retail Banker

Woodforest National Bank - August 2014 - Present

- Processing a variety of customer transactions accurately and efficiently.
- Opening and performing account maintenance on all customer accounts, including business accounts, consumer accounts, minor accounts, certificates of deposits and IRAs.
- Collecting and properly distributes paperwork and electronic readings.
- Effectively markets products and services to existing and potential customers.
- Providing quality customer service and efficiently takes care of customer concerns.
- Properly stores and shreds confidential branch documents according to the retention schedule.
- Assisting the tellers when necessary to service customers and to expedite wait time.

Cash Office Associate

Kohls - July 2012 - July 2014

- Collects and properly distributes paperwork and electronic readings.
- Accurately assist managers in making the change and keeping cash flow well balanced.
- Provides quality customer service and efficiently takes care of customer concerns.
- Research and communicate with management about register discrepancies.
- Maintain cashier awareness log when issues arise.
- Balance safe and prepare register bags for next sales date.
- Analyze funds and prepare deposit as well as any needed change order information.

EDUCATION

Bachelors in Business Administration - January 2015 to December 2016(Northwood University)

Masters in Business Administration - March 1969(Northwood University)