

JESSICA CLAIRE

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SUMMARY

Organized and detail-oriented [Job Title] with [Number] years of cash handling and customer service experience. Understands general accounting and finance concepts. Organized and dependable banking professional who excels at processing high volumes of error-free transactions and meeting scorecard goals. Bank Teller experienced in fast-paced financial environments. Focused on maintaining high levels of accuracy and efficiency, as well as achieving branch goals.

HIGHLIGHTS

- Exceptional customer service
- MS Office proficient
- Bilingual in [language]
- Account coding specialist
- Risk management evaluation background
- Strong sense of banking ethics
- Practiced knowledge of bank security systems
- Debt and credit management
- Reliable
- Friendly
- Approachable
- Flexible
- Team player
- Organized
- Strong work ethic
- Exceptional customer service
- MS Office proficient
- Bilingual in [language]
- International funds transfer process expertise
- Strong sense of banking ethics
- Practiced knowledge of bank security systems
- Debt and credit management
- Friendly

EXPERIENCE

Independent Bank Group, Inc - Banking Assistant

Burleson, TX • 10/2000 - 06/2007

Processed sales referrals and promoted bank services and products, resulting in [number]% branch sales increase. Opened new customer accounts, including checking, savings and lines of credit. Established new customer accounts including checking, savings, lines of credit and loans. Balanced daily cash deposits and bank vault inventory with a zero error rate. Processed cash withdrawals. Trained employees on cash drawer operation. Adhered to [bank name] security and audit procedures. Researched and resolved customer issues on personal savings, checking and lines of credit accounts. Examined checks for identification and endorsement. Entered member transaction data into the online banking software. Processed treasury, tax and loan payments. Reported daily averages and shortages to the operations department. Maintained confidentiality of bank records and client information. Received regional branch recognition award for outstanding customer service. Directed specific questions to appropriate branch personnel. Delivered prompt, accurate and excellent customer service.

EDUCATION

University of San Carlos
Cebu city • 1985
[Name] Academic Achievement
AwardCoursework in [Course Name]
[Name] Certificate in Business Administration