

# Robert Smith

## Banking Associate

### CONTACT DETAILS

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### PERSONAL STATEMENT

I am highly motivated with extensive experience in client relations, administrative and customer service. I have exceptional interpersonal and communication skills with proficiency to promote confidence, build and maintain a business/client relationship with punctuality and accuracy as key abilities for performing efficiently and diligently.

### WORK EXPERIENCE

#### **Banking Associate**

**ABC Corporation - December 2012 - August 2014**

##### *Responsibilities:*

- Educate new and existing customers about the features and benefits of the banks products.
- Assist in branch sales initiatives.
- Demonstrate knowledge of the banks policies and procedures.
- Assist both internal and external clients with requested transactions such as deposits, check cashing, opening new accounts and account maintenance.
- Assist in the daily operations of the banking office; balancing ATM/night drop, maintaining cash vault for the banking office, and verifying courier deposits.
- Resolve complex client issues.
- Accept loan applications for processing.

#### **Banking Associate**

**Delta Corporation - 2008 - 2012**

##### *Responsibilities:*

- Teller duties New accounts opened Assisted in loan paperwork Accomplishments Great customer service Very punctual Assisted all departments Vault .
- Participates as the player/dealer in a controlled game at a gambling establishment Provide funds when designates as the player/dealer position .
- Cash teller, proof machine operator, bookkeeping clerk, savings and deposit account maintenance, and daily vault balancing.
- Make sure that proper rules are followed in a gaming table.
- All payouts should be exactly correct.
- Trains and guide new associates in the job.
- Skills Used Mathematics, Awareness.

### Education

Diploma - 2001(Lake Forest High School)

### SKILLS

PC Repair, Java, C++,  
Windows, Networking,  
Networking,  
Troubleshooting.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)