### LEAD TELLER

### Summary

Bank Teller experienced in fast-paced financial environments. Focused on maintaining high levels of accuracy and efficiency, as well as achieving branch goals. My goal is to gain more hands on experience within the chosen work . I would like to expand my knowledge base, to advance in position and gain recognition.

### Highlights

- Exceptional customer service
- Excellent communication skills
- · Sales expertise
- Strong sense of banking ethics
- Practiced knowledge of bank security systems
- Currency and coin counter
- Safe and vault operation
- Energetic
- · Strong work ethic

### Experience

Company Name July 2010 to June 2014 Lead Teller

# City, State

- Daily operation and balancing of a \$25000 cash drawer
- Processing deposits, withdrawals, payments
- Assessed risks and approved transactions for myself and other team members
- Routed Proof Deposit work to appropriate departments for nightly processing
- Daily vault and ATM balancing
- Processed Foreign Currency transactions, such as buying and selling of multiple International currencies
- Completed Control Online tasks to keep in compliance
- Made quality referrals for Consumer and Business account opening
- Stepped in to assist the management team in the event the Service Manager was not in.

### Company Name August 2006 to July 2010 Lead Teller

# City, State

- Daily operation and balancing of a \$75000 cash drawer
- Processing deposits, withdrawals, payments
- Assessed risks and approved transactions for myself and other team members
- Routed Proof Deposit work to appropriate departments for nightly processing
- Completed Control Online Tasks to keep in compliance
- Made quality referrals for Consumer and Business account opening
- Daily vault and ATM balancing
- Processed Foreign Currency transactions, such as buying and selling of multiple International currencies
- Implemented and followed branch opening and closing procedures
- Accepted and processed credit card and consumer loan applications
- Assisted in the training of new team members
- Provided onsite training
- Assisted in weekly teller line scheduling
- Stepped in to assist the management team in the event the Service Manager was not in

# Company Name February 2003 to March 2006 Personal Banking Representative

# City, State

- Daily operation and balancing of a \$15000 cash drawer
- Processing deposits, withdrawals, payments
- Opened new accounts at the customer's request
- · Accepted credit card and loan applications
- Nightly vault balancing
- Daily ATM processing.

### Education

Rockville High School 06/1999 High School Diploma City, State

Personal Information

I enjoy face to face interaction with customers, whether through teller line work or account opening. With 15 years of banking experience, I have become knowledgeable in the daily operation of a bank branch.

### Skills

ATM, opening and closing, credit, quality, routing, selling