

# BANK TELLER RESUME SAMPLE

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## RESUME OBJECTIVE

Bank Teller with over 13+ years of experience of providing excellent customer service, handling customer transactions, referring credit products and balancing cash drawers. Seeking to perform the Teller II position in a bank where I can utilize my knowledge of banking products and procedures.

## EXPERIENCE

### BANK TELLER II

*E&G Bank, Central, NY / September 2011 - Present*


- Process standard teller transactions for customers including servicing client accounts, accepting loan payments, managing safe deposit box payments, cashing checks, balancing cash drawers, handling night deposits, correcting discrepancies.
- Balance Automated Teller machines, Teller Cash Dispensers (TCDs)/ Teller Cash Recyclers (TCRs) often totaling more than \$100,000.
- Process 25+ customer transactions per hour with extreme attention to detail.
- Selling and redeeming U.S. Savings Bonds applications to the Federal Reserve as needed.
- Respond to customer account inquiries totaling 130+ weekly accounts.


### BANK TELLER I


*Tribute Bank, Central, NY / June 2005 – August 2011*

- Quickly established credibility with clients and remembered over 50+ names of regulars, creating a friendly rapport with customers.
- Adhered to strict safe deposit box operations and guidelines.
- Assisted the supervisor with audits and daily balancing of the vault which exceeded \$50,000.
- Organized 200+ customer transaction receipts on a daily basis so that they could be properly filed in a timely manner.
- Assumed a leadership role in the absence of the supervisor and maintained bank's normal operations and procedures.

Dear Job Seeker, · · · · ·

 youremail@gmail.com

 895 555 555

 4397 Aaron Smith Drive  
Harrisburg, PA 17101

 linkedin.com/in/yourprofile

## SKILLS

Excellent Mental Math

Ledger Balancing

Cash Handling

Data Entry Skills Problem

Solving

Adaptability

Collaboration

## EDUCATION

### TELLER SPECIALIST CERTIFICATE

Community Banker  
University / 2015

### HIGH SCHOOL ADVANCED DIPLOMA

Sweet Valley High,  
Charlotte, NC / 2005

## AWARDS

### EMPLOYEE OF THE MONTH

E&G Bank  
October 2015

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