

BANK TELLER RESUME SAMPLE

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**TELLER SPECIALIST CERTIFICATE**

Community Banker University / 2015

**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.
* Assumed a leadership role in the absence of the supervisor and maintained that the bank floor operated normally.

**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.

from Resume Genius

**AWARDS**

**EDUCATION**

**SKILLS**

4397 Aaron Smith DriveHarrisburg, PA 17101

linkedin.com/in/yourproﬁle

895 555 555

[youremail@gmail.com](mailto:youremail@gmail.com)

**EXPERIENCE**

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.

**RESUME OBJECTIVE**

Excellent Mental Math

Ledger Balancing

Cash Handling

Data Entry Skills Problem Solving

Adaptability

Collaboration

Leadership

**HIGH SCHOOL ADVANCED DIPLOMA**

Sweet Valley High, Charlotte, NC / 2005

**EMPLOYEE OF THE MONTH**

E&G Bank

October 2015

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this resume template work. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

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* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a cover letter.**

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
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