

# Yuribeth Sobrado

Katy, TX - Email me on Indeed: [indeed.com/r/Yuribeth-Sobrado/910a968ca5cd1885](https://www.indeed.com/r/Yuribeth-Sobrado/910a968ca5cd1885)

Seeking a position with a financial institution in which to exercise my knowledge, bringing my fourteen years experience of courteous service in various tasks as a teller: deposits, check processing, loan payments, withdrawal, and acquire new skills that can help my development and professional growth.

## WORK EXPERIENCE

### Receptionist

Reception - Cooperativa La Puertorriqueña - Piedras, PR, US -

2015 to 2016

Answered phone calls from customers by providing them support and guidance on different company products.

- Opened new accounts for customers and process loan applications.
- Performed transactions for bill payments, vehicle registration decals, tax stamps, deposit and withdrawals of checks and cash, and loan payments.
- Realized marketing calls to offer bank's products and services.
- Balanced cash drawers on a daily basis.

### Bank Teller

Cooperativa Abraham Rosa - Toa Baja, PR, US -

2010 to 2013

Handled, processed, and sealed check transactions, check for cashing, payments, deposits, withdrawals, and other transactions according to established procedures.

- Sales of decals, stamps, and different bank products.

Professional Resume - ~~~~~

- Cash register balance, checks, and other valuable documents.
- Organized and filed documents supporting the daily movement of cash and forwarded them on a daily basis.
- Processed transactions on commercial accounts.

### Customer Service

CitiFinancial - Toa Baja, PR, US -

2006 to 2009

Processed loan applications, guidance on interest rate, loan time, and validation of personal information.

- Made payments and invoices in cash and checks.
- Handled calls to account members within 30 to 90 days in arrears in order to avoid bank losses
- Balanced cash drawers on a daily basis.

## **Bank Teller**

Doral Bank -

2005 to 2006

- Sealed and stamped income receipts per box and other documents.
- Received and delivered checks, cash, bank deposits, and other valuable documents.
- Managed control of checks to be paid and payment receipts.
- Registered the entry and exit of money movement.
- Maintained the equipment and place of work in order, reporting any anomaly, thus complying with the rules and procedures in the area of integral security established by the company.
- Offered to customers of bank products in order to make a sale.

## **Bank Teller**

RG Premier Bank, Bayamón, PR -

2004 to 2005

- Made balance of invoices and other valuable documents.
- Sealed and stamped income receipts per box and other documents.
- Received and delivered checks, cash, bank deposits, and other valuable documents.
- Managed control of checks to be paid and payment receipts.
- Registered the entry and exit of money movement.
- Maintained the equipment and place of work in order, reporting any anomaly, thus complying with the rules and procedures in the area of integral security established by the company.

## **EDUCATION**

### **Bachelor in Marketing in Marketing**

Universidad Interamericana - Ponce, PR

2008

## **SKILLS**

Customer Service (4 years), Excellent writing (Less than 1 year), marketing (2 years), RECEPTIONIST (4 years), RETAIL SALES (4 years)

## **ADDITIONAL INFORMATION**

### **SKILLS**

- Excellent skill working with people
- Ability to work under no supervision
- Excellent writing and oral communication
- Ability to work in position of trust
- Knowledge in telephone boxes
- Skill and experience in offering and selling any product
- Participation of customer service workshops and how to fill loans

- Sales and marketing seminar