

Melina Torres

Houston, TX - Email me on Indeed: [indeed.com/r/Melina-Torres/f4b4f261a42a9e84](https://www.indeed.com/r/Melina-Torres/f4b4f261a42a9e84)

WORK EXPERIENCE

Bank Teller

Wells Fargo - Houston, TX -

July 2016 to July 2017

Greet customers

Verify presented checks

Make customer loan, credit card and personal line of credit payments.

Deposit cash and checks

Help customers withdraw cash from their checking and savings account

Receptionist

Salcol inc. - Houston, TX -

January 2009 to June 2015

Responsibilities

Answer phones

Take messages and relay them to managers

Schedule birthday parties for clients

Check and order beer and supplies as needed for the clubs.

cashier

H.E.B. grocery - Houston, TX -

October 2007 to July 2008

Responsibilities

Ring up customer food items.

Take customer payment by cash, check or credit card.

sack customer items.

restock food items

EDUCATION

G.E.D. in High school equivalency

Harris county department of education - Houston, TX

September 2015 to May 2016

Diploma in medical billing and coding

westwood college - Houston, TX

2008 to 2009

SKILLS

Microsoft office (5 years)

AWARDS

Bankworks certificate

July 2016

Free 8 week program offered through SER- jobs for progress to learn banking Industry and obtain a job at a bank.

CERTIFICATIONS/LICENSES

CPR/AED

October 2015 to October 2017

ADDITIONAL INFORMATION

Bilingual- english/Spanish speaking