

Zorrie Ivey

Main Bank Cashier

Killeen, TX - Email me on Indeed: [indeed.com/r/Zorrie-Ivey/d1e747c9c1179749](https://www.indeed.com/r/Zorrie-Ivey/d1e747c9c1179749)

WORK EXPERIENCE

Main Bank Cashier

Jena Choctaw Pines Casino - Dry Prong, LA -

May 2016 to November 2017

- Responsible for the smooth and efficient operation of the Cage, Vault, and Main Bank.
- Maintain tracking of coin and currency for Cage, Vaults, and Main Bank.
- Count and verify all cash/coin/ticket transactions within the department.
- Responsible for maintaining adequate levels of coin/currency in the Cashiers' Cage at all times.
- Assures that floor locations are adequately impressed. (Automated Currency Transaction Kiosks)
- Ensures that contents of vault are organized so that they can be readily counted as shift changes
- Prepares and completes all job related paperwork.
- Reconciles inventories at end of assigned shift.
- Forwards to accounting all end of shift and end of day paperwork for review and retention.

Bank Teller

First Federal Bank of Louisiana - Alexandria, LA -

May 2014 to August 2014

Maintained appropriate cash limits, cashed checks, established deposits, and issued cashier's checks, cash orders, cash advances, and funds transfers

- Cash and check deposits, process loan expenses
- Perform cash management, customer service, and balance cash drawer
- Keep a record of excess or less cash at the end of shift
- Achievement: Promoted from part-time to full-time within a 30 day period

Bank Teller/Vault Teller

Capital One Bank - Pineville, LA -

May 2012 to September 2013

Maintained appropriate cash limits, cashed checks, established deposits, and issued cashier's checks, cash orders, cash advances, and funds transfers

- Cash and check deposits, process loan expenses
- Perform cash management, customer service, and balance cash drawer
- Keep a record of excess or less cash at the end of shift
- Achievement: Hired as Vault Teller; promoted because of accurateness, pace, and skills.

Recognized several times for teller referrals.

EDUCATION

Louisiana State University Alexandria - Alexandria, LA

2009

High School Diploma

Peabody Magnet High School - Alexandria, LA

2007

SKILLS

cash (3 years), Cash Handling (4 years), customer service (6 years), RECEPTIONIST (1 year), RETAIL SALES (1 year)

ADDITIONAL INFORMATION

SPECIAL SKILLS AND KNOWLEDGE

- Cash Handling ● Customer Service ● Organization
- Bank Vault ● Microsoft Office ● Problem Solver
- Basic/Complex Math ● Communication ● Interpersonal Skills

ADDITIONAL CAPABILITIES

- Devoted to achieve maximum customer satisfaction in addition to meet and exceed expectations
- Proficient in a variety of computer software programs
- Hard worker, supple, independent, organized and prompt
- Helpful approach and positive attitude