

# Alejandra Garcia

**Bank teller - First Convenience Bank**

Humble, TX - Email me on Indeed: [indeed.com/r/Alejandra-Garcia/1299083466343be9](https://www.indeed.com/r/Alejandra-Garcia/1299083466343be9)

Customer-focused Retail Sales Associate with a solid understanding of the dynamics of the retail industry

## Core Strengths

- Customer Service
- Strong organizational skills

## WORK EXPERIENCE

### Bank teller

First Convenience Bank -

July 2012 to Present

Established new customer accounts including checking, savings, lines of credit and loans. Assembled in-store marketing displays. Processed cash withdrawals. Adhered to FCB security and audit procedures. Researched and resolved customer issues on personal savings, checking and lines of credit accounts. Examined checks for identification and endorsement. Balanced daily cash deposits and bank vault inventory with a zero error rate.

### Sales Associate

Payless Shoe Source -

May 2011 to August 2011

Organized weekly sales reports for the sales department to track product success. Greeted customers entering the store to ascertain what each customer wanted or needed. Described product to customers and accurately explained details and care of merchandise. Recommended, selected and helped locate and obtain out-of-stock product based on customer requests. Answered questions regarding store and products, while maintaining knowledge of current sales and store promotions. Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges. Computed accurate sales prices for purchase transactions. Worked as a team member performing cashier duties, product assistance and cleaning while providing excellent customer service.

## EDUCATION

Humble High School - Humble, TX

August 2008 to May 2012