

WORK EXPERIENCE

May 2020-Present

PNC Bank, Tenafly, New Jersey

Teller

- Responsible to provide one hundred percent acknowledgment to the customer.
- Emphasis their needs with a positive attitude and smile at every second of the transaction.
- In charges to explore the need of the customer and help them with their financial circumstances.
- Responsible of referring customer to our customer service specialist so the customer can meet their financial goals with the right information.
- Expose to high cash handling, cashing checks, making certify checks, and withdraws with a high volume of cash.
- In charge of balancing the cash draw three times a day.
- Responsible of the main vault and its teller transactions to the other tellers in the lobby.

*November 2018 –
January 2020*

TD Bank, Fairview, New Jersey

Teller I

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*Jul 2016 –
November 2018*

Walmart Inc, Secaucus, New Jersey

Seller

- Greet customers and ascertain what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Prepare sales slips or sales contracts.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

- Prepare merchandise for purchase or rental.
- Inventory stock and requisition new stock.
- Ticket, arrange and display merchandise to promote sales.
- Exchange merchandise for customers and accept returns.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Responsible for phone audits, and wireless contracts of different companies

Cashier

Jul 2016-
November 2018

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.

Sep 2017-
November 2018

Wireless

- In charge of explaining the different plans and promotions, in the companies the store has.
- In charge of keeping track of every sell is produce in the phone department
- Conduct a audits for each phone in the department

EDUCATION.

December 2018-present
Expect to graduate on 2021

NJIT, Newark, New Jersey

Working to complete an under-grad in Finances and Information of systems.

Associates

Bergen Community College , Paramus, New Jersey

General Science and Math.

ADDITIONAL SKILLS.

- Fast learner
- Good in technology
- Hard worker

- Dedicated
- Bilingual
- Fluent on Spanish (writing and vocal)

**Extra-Curricular Activities
and Achievements.**

- Played colleges Soccer in Bergen Community Colleges for two years (2016-2017), (2017-2018)
- High Award in Bergen Community from the EOF program to maintain a 2.8 GPA or higher.
- Teller number one in metro New York Region for TD Bank for three quarters in the row.
- Public Notary.
- Teller Mentor in PNC Bank.