

# Mary Leal

**Notary, NMLS License, Triilingual**

Aurora, IL 60506

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To pursue a permanent, long term career which offers stability and opportunity for advancement.

## WORK EXPERIENCE

### **Customer service**

Il Giardino Del Dolce, Inc - Saint Charles, IL - 2010 to Present

daily cash handling, sales and inventory control, cash and credit transactions, and other general duties.

### **Banker II**

US Bank - Geneva, IL - March 2012 to August 2014

Loans both businesses and personal, sales, customer service, cash handling and other general duties.

### **Banker I**

PNC Bank - Saint Charles, IL - March 2009 to June 2012

Customer service, sales, loans, both commercial and personal, cash handling, and other general duties.

### **Cake Decorator**

Wal-Mart - Aurora, IL - 2009 to 2010

Customer service, sales and inventory, daily production and quotas, and other general duties.

### **Member Service Representative/Teller**

C1st Credit - Union, WA - 2007 to 2009

Customer service, cash handling, opening/closing various types of accounts, accurate balancing of multiple types of monetary values, selling of bonds, vault monetary intake and balancing, ATM balancing and replenishing, and other general financial institutional duties.

## EDUCATION

### **Associates in American Sign Language**

Waubonsee Community College - Aurora, IL

2014 to 2016

## SKILLS

Spanish, English, Sign Language, Notary, NMLS

## CERTIFICATIONS

### **Notary Public**

January 2012 to July 2017

#### ADDITIONAL INFORMATION

Skills: Trilingual (English , ASL, and Spanish), 10 key data entry, typing, basic computer knowledge, and extended cash handling experience. Dependable, hard working, fast learner, and looking for long term position.