

Doris Alston

Note Processor - SEPTA

Philadelphia, PA 19140

dealston@verizon.net

215-324-8018

Dedicated Currency Agent with over 10 years' experience in cash processing in fast paced work environments. Multitasker with excellent manual dexterity in preparing currency and in operating all equipment. Extensive Customer Service, Operations and Document Processing experience. Strong team player with the ability to communicate effectively and professionally with team members and supervisory personnel. Skilled in executing tasks by following bank's policies, and procedures.

Work Experience

Note Processor

SEPTA - Philadelphia, PA

2012 to Present

- Perform currency processing in a high volume, production and quality driven, team environment.
- Operate complex currency high speed processing equipment while meeting individual production standards.
- Adhere to and understand applicable controls, operating procedures and data security requirements as established by the United States Treasury, the Board of Governors, and department manuals.
- Face and straighten a minimum of 20 bills per minute (1,200 per hour) daily for banking deposits.
- Consistently complete all documentation in an accurate, neat, timely and orderly manner.

Operations Processing Clerk

Wells Fargo Bank - Philadelphia, PA

1995 to 2011

- Successfully reconcile and balance currency holdings at the end of each shift in an automated system.
- Scanned, printed, and stored official documents in electronic format and hard copies.
- Updated and corrected data in automated systems.
- Assisting in other departments and performing other duties as assigned.

Education

Certificate of Completion in at temple

Supervisory and Management Training Program

Associates in Health Science

Community College of Philadelphia - Philadelphia, PA

Diploma in Medical and Office Administration

Craft Institute - Philadelphia, PA

Skills

- CASH (6 years)
- CASH HANDLING (6 years)
- CHECK PROCESSING (10+ years)
- DATABASE (10+ years)
- CUSTOMER SERVICE (2 years)
- Records Management
- Warehouse experience

Additional Information

CORE COMPETENCIES

- Cash Handling • Detail -Oriented • Microsoft Office Suite
- Workflow Coordination • Analytical • High Mathematical Aptitude
- Communication Skills • Customer Service • Organizational Skills
- Database management • Check Processing • Records Management