1. Processed quarterly vault and ATM audits with zero error rate.
2. Monitored customer behaviors and upheld strict protocols to prevent theft of assets.
3. Executed customer transactions, including deposits, withdrawals, money orders and checks.
4. Completed special procedures for customers such as ordering new checks, stopping payments or investigating identity theft.
5. Prepared, sorted and distributed [Type] reports to appropriate branches.
6. Upheld strict financial controls by keeping funds secure and accurately transferring monies.
7. Provided high-level customer service through friendly approach, strong professionalism and timely assistance with customer transactions.
8. Opened accounts with cross-sale ratio of [Number] products opened.
9. Assisted customers with setting up or closing accounts, completing loan applications and signing up for new services.
10. Coordinated daily cash reconciliation in high-volume location.
11. Received regional branch recognition award for [Number]% sales increase.
12. Rapidly and efficiently prepared customer and ATM cash and change orders.
13. Organized and removed online banking files no longer in use.
14. Checked amount details and fraud markers for transaction papers such as checks and money orders.
15. Created strategies to develop and expand sales of services to existing customer which resulted in [Number]% increase in annual revenue.
16. Answered telephone inquiries on banking products including checking, savings, loans and lines of credit.
17. Exceeded quarterly sales goals by [Number]%.
18. Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
19. Maintained balancing record with [Number]% rate of accuracy.
20. Promoted products or services to each customer to consistently achieve sales targets.