**Yesenia Teran**

yteran@live.com

(773) 490-5663

4110 S Maplewood Ave

Chicago, Il 60632

**Skills**

* Strong Customer Service Abilities
* Cash Handling and Cash Register
* Bilingual in English and Spanish
* Proficient in Microsoft Office – Word, Excel, Access
* Certified Bank Teller

**Work and Volunteer Experience**

July 2014 – March 2015

**La Cocina**, Chicago, IL

***Cashier***

* Greeted customers entering restaurant
* Processed customer transactions in person and over the phone
* Balanced cash register daily
* Helped create monthly sales reports

December 2013

**Latino Organization of the Southwest**, Chicago, IL

***Volunteer***

* Tutored students in English and Spanish
* Kept track of student progress
* Informed parents of student’s achievements

**Education and Certifications**

**Association House of Chicago** November 2015

*Certified Bank Teller*

**Morton College** January 2015 – Present

*General Credits towards A.A*.

**Northern Illinois University** August 2012 – May 2013

*Credits towards B.A. in Finance*