

Sample Resume-Bank Teller



Bank Teller/Personal Banker

OBJECTIVE

To secure a challenging position as a Bank Teller with a progressive company for advancement.

KEY QUALIFICATIONS

Customer service professional offering 5 years of diversified experience. Excellent communication and problem-solving skills. Dedicated to achieving customer satisfaction as well as meeting or surpassing company expectations. Proficient in Microsoft Applications. Take great satisfaction and pride in seeing results and positive impact on the customer/client. Self-starter, flexible, independent, organized and punctual. Cooperative, polite and hardworking. Working knowledge of various computer software programs.

EMPLOYMENT EXPERIENCE

*Bank 123, **Bank Teller**, 2000 to Present*

- Responsible for cash/checking deposits, processing loan payments, opening accounts, getting direct deposits accounts activate atm/debit cards.
- Cash handling, customer service, balance drawer, petty cash, and place orders for inventory.
- Initially hired as entry-level teller; promoted due to accuracy, speed, and skills.
- Maintained proper cash limits, cashed checks, accepted deposits, and issued cashier's checks, money orders, traveler's checks, cash advances, and funds transfers.

*Bank 123, **Bank Teller**, 1995 to 1999*

- Maintained proper cash limits, cashed checks, accepted deposits, and issued cashier's checks, money orders, traveler's checks, cash advances, and funds transfers.
- Initially hired as entry-level teller; promoted due to accuracy, speed, and skills.
- Supported clients in all banking transactions.
- Assisted in all clerical responsibilities within the bank.

EDUCATION

***H.S. Diploma**, 1993*

Senior High School

SUMMARY OF SKILLS

- Customer Service
- Cash Handling
- Balance Ledger
- ADP Payroll
- Data Entry
- Analytical Skills
- Bi-lingual (English-Spanish)
- Fringe Benefits Tax

PROFESSIONAL REFERENCES

Available upon request