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| 123 Your Address, City, State, Zip Code  (xxx)-xxx-xxxx | your@email.com  www.linkedin.com/in/ChrisJones | **Bank Teller Resume** |

**resume profile**

* Bank teller with 8+ years of experience maintaining cash drawers, handling customer transactions, cross-selling bank products, and keeping customers happy by providing professional, efficient service
* Customer service expert, often being tasked to deal with tricky clients both in person and over the phone
* Capable of using Quicken & other forms of banking software, proficient with Microsoft Office Suite, native English & fluent Spanish speaker
* Won Customer Service of the Year award in 2014 at my BoA branch

**Professional Experience**

BANK OF AMERICA, Sacramento, CA| August 2012 – Present

**Teller II**

* Adhere to strict opening and closing procedures to protect both employees and assets of the bank
* Process on average 20+ customer transactions per hour during peak periods.
* Help customers get connected to BoA’s various services including loans, credit & various insurance policies, and encouraged them to be proactive with their banking.
* Trained 5 new tellers and brought them up to speed with BoA policies and their responsibilities as employees.
* Balance Automated Teller Machines, Teller Cash Dispensers & Recyclers frequently eclipsing $125,000.

WELLS FARGO, Fairfield, CA| September 2008– July 2012

**Teller I**

* Balanced ATM’s and my cash drawer, making zero mistakes during nearly four years of service
* Ensured customer satisfaction with patience, open-mindedness, and a positive attitude
* Followed safe-deposit box procedures and participated in all dual-control functions
* Connected customers with investment bankers when requested
* Handled cash transactions in excess of $20,000 a day

**EDUCATION**

**SACRAMENTO STATE UNIVERSITY, Sacramento, CA**

Bachelor of Business Administration, May 2008

* Graduated Magna Cum Laude
* Treasurer of The Key Club

**Additional Skills**

* Ability to type 80 WPM.
* Comfortable with both PC & Mac OS.
* Proficient with Hyland Software OnBase & IBM Notes