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| --- | --- |
| 123 Your Address, City, State, Zip Code(xxx)-xxx-xxxx | your@email.comwww.linkedin.com/in/yourname | **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 the Microsoft Office Suite, as well as a 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 safety-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

Hello, Job Seeker!

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will help you land more interviews, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=MSWord_Rez_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and by the way, you’re also going to need a cover letter.

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_Rez_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Samples&utm_campaign=MSWord_Download_Push)