FRED SMITH

Personal details

Name
Fred Smith

Address
567 Fenway Blvd
Boston, Mass, 02101

Phone number
555-123-4567

Email
example@cvmaker.com

Skills

- Customer Satisfaction
- Conflict Resolution
- Cash Handling
- Multitasking
- Creative Problem Solving
- Organization
- Microsoft Office Suite

References

David Woods
On Request
Wells Fargo

Professor Jacob Jackson
On Request
University of Texas Dallas

Jessica Jones
On Request
Kroger Grocery Company

Fiscally responsible and experienced bank teller seeking to join the team at Beanpot Trust and Loan. A proven customer service superstar, who possess an uncanny ability to communicate with customers, co-workers, and financial consultants. Five-years of experience as a front of house bank teller, helping customers with deposits, withdrawal, transaction research, filing financial documents, and notary public services. Exceptional team player, who channels constructive criticism into proactive solutions.

Work experience

Senior Bank Teller
Aug 2019

Wells Fargo Financial Services, Boston, Mass

Currently serving as a Senior Bank Teller at Wells Fargo Financial Services in Boston. Key accomplishments include:

- Processing bank transactions for customers including deposits, loan payments, managing safe deposit box transactions, cash withdrawal, balancing cash drawers, auditing night deposits, and amending financial discrepancies.
- Supervised a team of eight junior tellers, provided auditing and balancing of cash and check transactions, and assisted with monthly performance reviews.
- Completed thousands of customer transactions with 100% perfect balance sheet for 25 consecutive months.
- Reply and engage with customers on account inquiries and communicated with Federal Reserve on behalf of US Saving Bond applications.
- Trained four new bank tellers with no practical experience, ensuring they were competent on FDIC protocol, and company policies.

Junior Bank Teller
Jun 2016 - Jul 2019

First Bank of Texas, Ft Worth, Texas

Served as an entry-level bank teller at the First Bank of Texas in Ft Worth, Texas while attending the University of Texas. Daily and weekly responsibilities included:

- Established professional relationships and credibility with hundreds of loyal customers, processed thousands of transactions weekly, with an exceptional attendance record.
- Learned FDIC regulations for lending, safe deposit box operations and guidelines, and cash handling procedures.
- Assisted bank supervisors with daily cash drawer balancing and audits, vault counts, and electronic check deposits.
- Maintained a perfect cash drawer balance during my two years of employment.

Education

B.A. in Finance
Sep 2016 - Jun 2019

University of Texas Dallas, Dallas, Texas