**Bank Teller Resume Sample 1**

**Jack** **McDonall**

768 Reed Street, Orlando, Florida, 23889

*jackmcdonall@email.com*

(443) 23 45 8900

**A. Summary**

I am a highly skilled individual, with experience in customer relations in the banking and financial sectors. I have very strong numeracy skills, which I successfully combined with strong sales and communication skills in order to offer very good performances in similar positions in the past.

**B. Work Experience**

* **May 2016 - Present, Bank Teller, Key Bank, Orlando, Florida.**

**Responsibilities**: First point of direct contact with customers. Processing all customer requests including, but not limited to, cash deposits and withdrawals, opening and closing accounts, general inquiries and credit consultancy. Close and efficient interaction with other team members in order to streamline daily activity.

**Achievements**: Successfully advised and served clients in a wide variety of matters and requests. Always used an excellent manner and very good client relation skills in order to create a friendly and solution-oriented relationship with customers. I also received many appraisals from my superiors as a result of my very good handling of various situations.

* **June 2014 - May 2016, Financial Assistant, Key Bank, Orlando, Florida**

**Responsibilities**: Direct assistance to senior managers pertaining to all types of financial transactions and the preparation of necessary documents thereof. Managing client portfolios and accounts. Monthly reports on the status of client accounts and various financial indicators relevant to the bank's activity. Occasional interaction with clients, especially in matters pertaining to opening new credit lines and/or credit card operations.

**Achievements**: I have reduced the amount of time spent processing data and transactions by 35%. To do that, I managed to switch from manual processing to using the modern strategies pertaining to banking services.

I have also increased the sale of the bank’s financial services by 40% in the first 12 months of my working there by engaging in very high-quality customer service and introducing protocols of client referral.

During my time as Financial Assistant at the Key Bank in Orlando, Florida, I received the honorary status of ‘employee of the month’ three times in a row.

**C. Education**

Graduated from the Florida International University College of Business in 2011.

**D. Job-Related Skills**

* Outstanding oral communication skills as well as written ones.
* Attention to detail
* Ability to engage in mathematical calculations, medium and advanced
* Aptitude for working in a fast and stressful environment
* Solid interpersonal skills

**E. General Traits**

* Passionate about my job
* Focused on any objective set for me
* Taking initiate and leading the process
* Hard worker
* Able to think forward and being proactive