**Bank Teller Resume Sample 2**

**Marina** **Johnson**

1664 Norma Avenue, El Paso, Texas, 88510

*marinajohn@email.com*

937-222-3569

**A. Summary**

I am a very ambitious and focused professional with a 10-year successful experience in my field as a bank teller. I have received many famous awards for customer service, seeing as I always strive to receive positive feedback from our clients. I have a large expertise when it comes to processing or handling financial transactions and dealing with customers.

**B. Work Experience**

* **February 2011 – Present, Bank Teller, United Bank, El Paso del Norte**

**Responsibilities:** Greeting the clients and assisting them in all the transactions they wanted to perform.Balanceand maintain the bank’s cash drawer every working day of the week. Personally looking after the accounts which go above $5 million. Identify possible opportunities and attempt to sell the bank’s services.

**Achievements**: I enhanced our mortgage clientele by 40% via phone marketing and client referrals. I also trained all the new employee acquisitions with regards to the bank’s processes and procedures.

* **April 2005 - December 2010, Bank Teller, Pioneer Bank, El Paso**

**Responsibilities:** Perform the data entry services for all the clients’ accounts as well as for their transactions. I balanced the cash drawers, transferred funds, accepted payments for loans, and examined the checks which came in for endorsements.I also handled the money deposits as well as the withdrawals.

**Achievements**: When I balanced the cash drawers, my error rate was the lowest of all the bank’s teller employees, which included the ones that had more experience than I did. I was also promoted to be the drive-thru teller, seeing as I have excellent customer services skills, I am fast and very accurate when it comes to handling transactions.

**C. Education and Academic Training**

Graduated from the University of Texas at El Paso in 2004.

**D. Job-Related Skills**

* Excellent people skills
* Ability to handle special transactions due to my 10-year working experience
* Tracking and communicating the wire transfers for both personal and business customers.

**E. General Skills**

* Bilingual. I am fluent in both English and Spanish
* Very computer literate. I can work with Microsoft Office and banking-related software.
* Can easily recognize what a customer needs and offer it to him in terms of banking services.