
Bank Greeter Resume

Job Objective

Seeking a Bank Greeter position utilizing my skills and knowledge.

Highlights of Qualifications:

- Substantial experience in handling cash and providing optimal customer service
 - Thorough knowledge of financial products and banking processes
 - Exceptional knowledge of operating office equipments
 - Ability to coordinate with employees and customers efficiently
 - Ability to achieve every sales objectives within banking environment
 - Solid understanding of performing basic math in everyday functions
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Professional Experience:

Bank Greeter
Tallahassee State Bank, Goleta, CA
August 2012 – Present

Responsibilities:

- Assisted every walk-in customers and if required directed to appropriate counter.
- Administered wait time of branch area and coordinated with customers to track service indicator.
- Provided customers with education to assist in usage of bank's other channels of delivery.
- Maintained and provided update to various operational activities of bank.
- Developed and maintained professional relationships with various departments.
- Performed negotiation and designed agreements with customers and any other parties involved.

Bank Greeter
First Citizens Bank, Goleta, CA
May 2009 – July 2012

Responsibilities:

- Assisted customers to complete application forms of customers.
 - Provided education to bank customers and assisted in utilization of electronic banking services.
 - Ensured compliance to banking and federal regulations.
 - Administered everyday activities and ensured balancing of cash drawer.
 - Coordinated with customers and assisted to complete application forms.
 - Provided assistance to customers to utilize electronic banking services.
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Education:

Associate Degree in English
Northwest Mississippi Community College, Senatobia, MS

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