
Bank Of America Teller Resume

Job Objective

To be a part of Bank of America Corporation as Teller.

Summary of Qualifications:

- In-depth knowledge of banking policies, procedures, and systems
 - Excellent knowledge of retail and Consumer Banking operations
 - Excellent mathematical skills
 - Outstanding problem solving skills
 - Excellent interpersonal and organizational skills
 - Superior oral and written communication skills
 - Uncommon ability to cross-sell products and services
 - Amazing ability to multi task and work in a team environment
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Work Experience:

Bank Teller, May 2004 – Present
Spherion, Sacramento, CA

- Managed and ensured all day-to-day operations are in compliance with established policies and procedures.
- Trained the teller team to process transactions accurately and efficiently.
- Assisted teller associates in handling more complex transactions and issues.
- Ensured banking center operations are in compliance with federal regulations.
- Identified and acknowledged the areas to improve banking center performance.
- Ensured policies and procedures compliance while processing transactions and built customers confidence

Bank Teller, March 2002 – April 2004
Northside Hospital, Sacramento, CA

- Ensured banking center operations are in compliance with federal regulations.
 - Identified and recommended the areas and procedures to improve banking center performance.
 - Maintained spirited and well-coached team with workforce stability.
 - Referred financial products and services to customers by identifying their needs.
 - Established and maintained customer relationships.
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Education:

High School Diploma, Desert Hills High School, Gilbert, AZ

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