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## Bank Proof Operator Resume

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### Job Objective

To obtain a Bank Proof Operator position in a company that provides an open environment with many opportunities for continuous growth.

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### Summaty of Qualifications:

Strong accomplished experience as Proof Operator  
Excellent knowledge of proof machines and 10 key adding machine  
In depth knowledge of banking documents, transcodes and routing numbers  
Proficient data entry skills (speed and accuracy)  
Excellent organizational and interpersonal skills  
Excellent communication and analytical skills  
Remarkable ability to establish and maintain a good level of credibility with all levels of internal and external staff.

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### Work Experience:

Bank Proof Operator, May 2004 – Present  
Regions Financial Corporation, Farley, IA  
Operated proof machine to sort, list and prove deposits, debits and credit items.  
Encoded and balanced customer account transactions using document encoding equipment.  
Ensured accurate MICR readability of dollar amounts.  
Balanced deposits and reconciles errors when necessary.  
Ensured quantity and quality standards are maintained to promote effective and efficient customer service.  
Bank Proof Operator, March 2002– April 2004  
TCF Financial Corporation, Farley, IA  
Received and prepared incoming documents from branches, using established methods, in order to properly facilitate the encoding process.  
Processed credit and debit documents through a proof machine correctly MICR encoding and endorsing each item.  
Detected out of balance transactions and follow associated handling procedures.  
Ensured valid MICR field information to eliminate potential rejects during capture process.  
Handled procedures for cash in work, jacketed items and other task to minimize impact to customer and internal departments serviced by proof.  
Maintained productivity, quality and procedural standards.

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### Education:

Associate's Degree in Business Administration, Central State University, Ohio, OH

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