
Capital One Teller Resume

Job Objective

Seeking a job within Capital One Financial Corporation as Teller.

Summary of Qualifications:

- Accomplished experience in cash handling
 - Excellent knowledge of retail and Consumer Banking operations
 - Excellent interpersonal and organizational skills
 - Excellent mathematical skills
 - Ability to lift up to 30 pounds
 - Ability to perform basic math calculations
 - Remarkable ability to work with a diverse customer base
 - Superior oral and written communication skills
 - Amazing ability to multi task and work in a team environment
 - Ability to work in flexible schedule
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Work Experience:

Bank Teller, May 2004 – Present

Klister, Corpus Christi, TX

- Processed deposits and change orders from commercial customers.
 - Communicated with customers by telephone to solve minor differences in their deposits.
 - Processed check and currency deposits accurately.
 - Ensured all currency bands are properly identifiable.
 - Initiated individual book debit and credit advises to customers and accounts for deposit discrepancies.
 - Verified commercial payrolls.
 - Reconciled customer receipts to be mailed against the terminal totals for DDA deposits processed
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Education:

Bachelor's Degree in Business, Bridgewater State College, Massachusetts, MA

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