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## Commercial Teller Resume

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### Job Objective:

To secure the position of Commercial Teller in a reputable company that will allow me to utilize acquired skills and experience.

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### Summary of Qualifications:

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- In-depth knowledge of risk management and loss prevention
  - Proficient with PC spreadsheet, word processing, and production software
  - Working knowledge of CRT, teller machine, and 10-key calculator
  - Excellent communication and customer service skills
  - Amazing ability to respond appropriately to customer inquiries in a fast-paced work environment while handling multiple tasks
  - Ability to perform basic math calculations
  - Uncommon ability to respond under pressure, and be able to effectively deal with multiple priorities and schedules
  - Ability to lift up to 30 pounds
  - Excellent ability to read and comprehend handwritten forms
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### Work Experience:

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Commercial Teller, May 2004 – Present  
Gogear, Saint Louis, MO

- Cashed checks, accepted commercial deposits, and verified cash on receiving.
  - Filled change orders, working bags and prepared vault sales.
  - Sold money orders, cashier's checks, and Travelers Cheques, visa travel money, and gift cards.
  - Performed cash advance on credit card and completed Currency Transaction report.
  - Accepted TT&L payments and handled loan payments.
  - Managed and balanced cash drawer daily.
  - Filled Commercial Customer's requested change orders.
  - Received and handled deposits, checks, and payments.
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### Education:

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High School Diploma, Redondo High School, Redondo Beach, CA

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