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## Credit Union Teller Resume

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### Job Objective:

To obtain a Credit Union Teller position that will promote growth, stability and opportunity for advancement.

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### Summary of Qualifications:

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- Extensive experience in cash handling, sales, and customer service
  - In-depth knowledge of advanced and complex branch transactions
  - Working knowledge of banking policies, procedures, and systems
  - Ability to add, subtract, multiply, and divide in all units of measure
  - Ability to stand for extended periods of time
  - Excellent oral and written communication skills
  - Amazing ability to multi task and work in a team environment
  - Remarkable ability to follow verbal and written instructions
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### Work Experience:

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Credit Union Teller, May 2004 – Present  
Swings, Jacksonville, FL

- Processed member transactions including share deposits and withdrawals, loan payments, money orders and traveler's checks.
- Handled fees payment and charges.
- Entered transaction data on system terminal; consulted database to check status of financial accounts.
- Handled brief member inquiries and cross-sold products and services.
- Performed daily cash settlement without differences in cash and checks. Located and resolved settlement differences.
- Organized workstation to maximize efficiency and maintained professional appearance.

Credit Union Teller, March 2002 – April 2004  
Kelvinator, Jacksonville, FL

- Provided account balances, transferred funds, tracked deposits and record changes.
  - Balanced the drawer at the end of the day, opened and closed accounts.
  - Informed members and prospective members about products and services.
  - Identified cross-sell opportunities and enlightened members on credit union products and services.
  - Maintained and strengthened relationships with existing member base.
  - Secured money in cash drawer at all times according to security and procedural guidelines.
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### Education:

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Bachelor's Degree in Finance, Daemen College, New York, NY

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