
PNC Bank Teller Resume

Job Objective

To work for PNC Bank as Teller.

Summary of Qualifications:

- Accomplished experience in cash handling and customer service
 - Proficient in MS Office suite
 - Familiarity with 10-key machine and other standard office equipments
 - Excellent interpersonal and organizational skills
 - Superior customer service and communication skills
 - Strong mathematical aptitude and good computer skills
 - Excellent ability to handle multiple tasks in a fast paced environment
 - Ability to speak fluently in English, and Spanish
-

Work Experience:

Bank Teller, May 2004 – Present
Kodak, Churdan, IA

- Provided individualized customer service and handled all financial transactions accurately and efficiently.
- Processed banking transactions and handled customer inquiries.
- Identified client needs and referred financial products and services.
- Adhered to established policies, procedures and guidelines.
- Maintained client confidentiality and developed positive client relationships.
- Participated in team meetings to improve services provided.

Bank Teller, March 2002 – April 2004
Nikolus, Churdan, IA

- Contributed to sales referrals and cross selling programs related to all products.
 - Adhered to the banks Corporate Sales Program.
 - Promoted bank products, refer or resolve customer inquiries concerning accounts
 - Processed customer transactions and enlightened customers about a variety of Bank products and services.
 - Handled daily and monthly reporting such as overdraft report.
 - Participated in both internal and external sales activities.
-

Education:

Bachelor's Degree in Business, Hamline University, Minnesota, MN

[Build your Resume Now](#)