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## PNC Bank Teller Resume

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### Job Objective

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To work for PNC Bank as Teller.

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### Summary of Qualifications:

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- 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
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### Work Experience:

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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.
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### Education:

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

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