
Suntrust Bank Teller Resume

Job Objective

To be a part of SunTrust Banks, Inc. as Teller.

Summary of Qualifications:

- Extensive experience in cash handling and customer service
 - Ability to learn, retain, and follow various policies and procedures of the bank
 - Outstanding problem solving and operational skills
 - Superior mathematical aptitude
 - Excellent interpersonal and organizational skills
 - Strong oral and written communication skills
 - Remarkable ability to effectively present information and respond to questions from customers
 - Outstanding ability to pay close attention to detail
 - Ability to lift up to 30 pounds
-

Work Experience:

Bank Teller, May 2004 – Present
Spike, Rochester, NY

- Handled deposits, withdrawals, payments and other transactions.
- Balanced all daily transactions.
- Identified referral opportunities and made appropriate referrals.
- Ensured policies and procedures compliance for customer service and interactions.
- Completed training to identify types of financial needs of customers, and made referrals.
- Managed transactions approval, cash control, security and internal control.
- Assisted in risk management and loss prevention ensuring bank policies and procedures.

Bank Teller, March 2002 – April 2004
Cannon, Rochester, NY

- Handled cash management and assisted other tellers with accuracy in cash handling and balancing.
 - Identified customer needs and made appropriate referrals.
 - Completed and assisted branch sales staff with basic sales and service maintenance activities.
 - Accessed Safe Box researched requests and stopped payments.
 - Handled branch transactions, foreign exchange, night deposits and ATM balancing.
-

Education:

Bachelor's Degree in Accounting, Arizona State University Polytechnic Campus, Arizona, AZ

[Build your Resume Now](#)