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## Suntrust Bank Teller Resume

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### Job Objective

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

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### Summary of Qualifications:

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- 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
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### Work Experience:

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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.
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### Education:

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

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