
TD Bank Teller Resume

Job Objective

To be a part of TD Bank as Teller.

Summary of Qualifications:

- Experience in sales, cash handling and customer service
 - Working knowledge of First Federal banking policies, procedures, and systems
 - Skilled in meeting customer satisfaction goals
 - Ability to communicate with a wide variety of individuals
 - Ability to add, subtract, multiply, and divide in all units of measure
 - Ability to stand for extended periods of time
 - Excellent interpersonal and organizational skills
 - Excellent oral and written communication skills
 - Uncommon ability to cross-sell products and services
 - Amazing ability to multi task and work in a team environment
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Work Experience:

Bank Teller, May 2004 – Present
Quality, Bettles Field, AK

- Managed customer accounts, accepted loan payments, cashed checks.
- Handled bank products promotion and sales.
- Handled and resolved customer inquiries related to accounts.
- Assisted customers with bank transactions and informed them about different bank products and services.
- Managed monthly reports including overdraft report.
- Participated in internal and external sales activities.

Bank Teller, March 2002 – April 2004
Nixon, Bettles Field, AK

- Delivered exceptional customer service to each and every client.
 - Processed all banking transactions accurately and efficiently.
 - Identified client needs and referred financial products and services.
 - Ensured all policies, procedures and guidelines are maintained while processing transactions.
 - Participated in team meetings and contributed to a positive team environment.
 - Developed and maintained positive client relationships.
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Education:

High School Diploma, Temescal Canyon High School, Lake Elsinore, CA

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