
Teller Operations Specialist Resume

Job Objective

Experienced Teller Operations Specialist of many years seeking employment with the company to help advance in the industry.

Highlights of Qualifications:

- Huge experience in banking and financial services
 - Ability to assist customers with inquires and problem resolution
 - Ability to manage retail operations, schedules and objectives and conduct audits
 - Ability to Direct and motivate staff
 - Ability to communicate effectively at all levels of business
 - Proficient with PC-based spreadsheet and word processing programs
 - Excellent verbal and written communication skills
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Professional Experience:

Teller Operations Specialist
Bank of America Corporation, Fayetteville, NC
May 2006 – Present

- Trained teller team to carry out transactions accurately and efficiently.
 - Established a positive team environment in the banking center by displaying appropriate behaviors.
 - Assured banking center is in accordance with federal regulations.
 - Presented input to constantly enhance banking center performance.
 - Developed workforce balance by developing an engaged, spirited and well-trained team.
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Education:

High School Diploma
Flowery Branch High School, Flowery Branch, GA

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