
US Bank Teller Resume

Job Objective

Looking forward to be apart of US Bank as Teller.

Summary of Qualifications:

- Accomplished experience cash handling
 - Proficient with 10-key machine, personal computer and other standard office equipments
 - Good clerical and processing skills
 - Ability to read and comprehend verbal and written instructions
 - Excellent reading, writing and mathematical skills
 - Excellent English and Spanish language skills
 - Excellent ability to proactively solicit new business
 - Remarkable ability to communicate clearly and effectively with customers and coworkers
-

Work Experience:

Bank Teller, May 2004 – Present
Perk, Jersey City, NJ

- Handled and ensured all financial transactions and merchant transactions are in compliance to rules and regulations.
- Maintained balance sheet for daily transactions.
- Referred customers to those who specialize in the bank's outstanding product line and cross sold products.
- Ordered, received, verified, and distributed cash.
- Opened new accounts and admitted customers to safe deposit boxes.
- Participated in bank's products and services promotion activities.

Bank Teller, March 2002 – April 2004
Vendfield, Jersey City, NJ

- Accepted retail and commercial deposits, verified cash and endorsements and gave customers their receipts.
 - Identified customers and cashed checks, and referred customers to an officer for authorization to cash checks.
 - Accepted savings deposits and withdrawals, verified signatures.
 - Assisted in providing Savings Bonds, Travelers' Cheques, Food Stamps, and Certificates of Deposits.
 - Established and maintained positive customer relationship.
 - Ensured company policies and procedures are in compliance while performing the assigned duties.
-

Education:

High School Diploma, Casa Roble Fundamental High School, Orangevale, CA

[Build your Resume Now](#)