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## Vault Clerk Resume

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### Job Objective

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To obtain a Vault Clerk position with a reputable organization.

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### Work Experience:

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#### Vault Clerk

Dunbar Armored, Brook Park, OH

May 2004 – Present

- Maintained vault inventory and checked in shipments from trucks.
- Collected revenue and validated and maintained the security of that revenue.
- Ensured to follow established company policies and procedures.
- Balanced credit card receipts.

#### Vault Clerk

Brink's Incorporated, Brook Park, OH

March 2002– April 2004

- Maintained specifications by observing operations.
- Ensured operation of equipment by completing preventive maintenance.
- Contribute to a cooperative team atmosphere.
- Ensured security of revenue.
- Ensured to follow established company policies and procedures.

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### Summary of Qualifications:

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- Excellent telephone etiquette.
- Ability to report for duty at the scheduled date and time.
- Ability to balance vault inventory
- Strong ethics and integrity.

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### Education:

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Associates degree in Accounting

Monroe Community College, Rochester, NY

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