
Wells Fargo Teller Resume

Job Objective

Seeking to work full time at Wells Fargo & Company as Teller.

Summary of Qualifications:

- Admirable experience in cash handling
 - Extensive Knowledge of 10-key machine, personal computer and other standard office equipment
 - Excellent presentation and mathematical skills
 - Excellent interpersonal and organizational skills
 - Superior oral and written communication skills
 - Ability to maintain positive attitude while dealing with people
 - Ability to stand for extended periods of time and communicate in multiple languages
 - Ability to work a flexible schedule that includes working weekends and some holidays
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Work Experience:

Bank Teller, May 2004 – Present
Transcend, Colorado Springs, CO

- Ensured compliance to established guidelines while processing customer transactions.
- Handled workflow scheduling, transaction approval, teller training.
- Recommended alternate channels and cross-sold bank services and products.
- Assisted customers in safe deposit, ATM processing, and other crucial transactions.
- Handled compliance of audit operations and regulatory issues.
- Identified client requirements and recommended appropriate financial products and services.
- Adhered to established policies, procedures and guidelines.
- Handled inquiries and more complex transactions.

Bank Teller, March 2002 – April 2004
Kingston, Colorado Springs, CO

- Handled each and every client with great courtesy and delivered exceptional customer service.
 - Processed banking transactions accurately and efficiently.
 - Handled inquiries and more complex transactions.
 - Identified client needs and referred financial products and services.
 - Handled daily and monthly reports including overdraft report.
 - Recommended and cross-sold bank services and products for partners.
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Education:

Bachelor's Degree in Business Administration, Boston University, Massachusetts, MA

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