



Costs Drawer Balancing

Calen Handling Skills

Client Management

Complex Problem Solving

Staff Training & Development

Record keeping & Documentation

Expectional Customer Service

Analytical & Critical Thicking



Bank Teller of the Year (2019)

The Employee of the Month - 8 times in 4 years

Blank of Pennsylvania, Lancaster Branch



English

Native or Bilingual Proficiency

Spanish

Full Professional Proficiency

French

Full Professional Proficiency





Meditation



Sustainability



Italian Cuisine



Gardening

## Sophia Smith

Bank Teller

Analytical, detail-oriented professional with 8+ years of extensive experience in providing exceptional customer service, administering customer transactions, and promoting company offerings in the banking industry. Exceptionally organized and focused, demonstrating an outstanding aptitude to manage and balance a variety of financial transactions in a fast-paced environment.



sophia@novoresume.com



Philadelphia, PA.



3123 444 555



linkedin.com/in/sophia.smith



#### WORK EXPERIENCE

#### Double Star National Bank Bank Teller

98/2017 - Present

Harrisburg, PA

Achievements/Tanks

- Administer the balancing of the branch's vaults, Automated Teller Machines (ATMs), Teller Cash Dispensers (TCDs), and Teller Cash Recyclers (TCRs) with a daily total of more than \$200K.
- Leverage organizational and prioritization abilities, coupled with superior attention to detail to efficiently process 20+ transactions per hour, attending to 50+ customers on a daily basis.
- Establish strong credibility with clients by providing accurate information to address concerns regarding their accounts and other bank products, resulting in achieving the highest rate of customer lovalty and retention.
- Serve as a Team Lead in the absence of the supervisor to maintain seamless bank operations and procedures.

# Bank Teller/Lead Bank of Pennsylvania, Lancaster Branch

07/2010 - 07/2017

Lancaster, PA

Actionments

- Demonstrated leadership in implementing adequate training to team members, resulting in improved performance and oustomer service delivery, which increased the existing client base by more than 30%.
- Provided efficient support to the Assistant Manager in overseeing the day-to-day operations to ensure an efficient and productive business workflow.
- Maximized customer satisfaction by catering a proactive day-to-day call center assistance to address client concerns.
- Contributed to designing and delivering effective training programs for newly hired employees to acquaint them with the bank's policies and operational procedures.

#### Banking & Finance Intern Blue Verticals Credit Union

01/2013 - 06/2013

Philladelphia, FA



#### EDUCATION

MS. in Banking and Finance The University of Philadelphia

2010-2012

# **Resume Template 2025**

Yan Bai

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web samples of clinical impression statements the individual appears to be a reliable informant with sincere commitment to achieving goals by adherence to the developed treatment plan the individual exhibits moderate difficulty in social and occupational functioning that is compounded by significant medical financial and legal problems

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