



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.

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Philadelphia, PA

3123 444 555

linkedin.com/in/sophia.smith

SKILLS

- Cash Drawer Balancing
- Cash Handling Skills
- Client Management
- Complex Problem-Solving
- Staff Training & Development
- Record-keeping & Documentation
- Exceptional Customer Service
- Analytical & Critical Thinking

HONOR AWARDS

Bank Teller of the Year (2019)
Double Star National Bank

The Employee of the Month - 8 times in 4 years
Bank of Pennsylvania, Lancaster Branch

LANGUAGES

- English Native or Bilingual Proficiency
- Spanish Full Professional Proficiency
- French Full Professional Proficiency

INTERESTS

- Meditation
- Sustainability
- Italian Cuisine
- Gardening

WORK EXPERIENCE

Double Star National Bank

Bank Teller

08/2017 - Present

Philadelphia, PA

Achievements/Tasks:

- 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 loyalty 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

07/2013 - 07/2017

Lancaster, PA

Achievements:

- Demonstrated leadership in implementing adequate training to team members, resulting in improved performance and customer 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

Philadelphia, PA

EDUCATION

MS. in Banking and Finance

The University of Philadelphia

2010 - 2012

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Heather Miletti Duggan,Peter Norton

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Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers Peter Norton's Introduction to Computers Office 97 Tutorial with 3. 5 IBM Disk Peter Norton,1998-01-05 Peter Norton s new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

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present information using Microsoft PowerPoint 2000 **A Tutorial Guide to AutoCAD 2002** Shawna Lockhart,2003 For courses in AutoCAD and Computer Aided Drawing A Tutorial Guide to AutoCAD 2002 provides a step by step introduction to AutoCAD with commands taught in context Lockhart begins this book providing step by step instructions using commands and techniques Later individual steps are no longer provided and readers are asked to apply what they have learned by completing sequences on their own Carefully developed pedagogy reinforces the cumulative learning approach and supports readers in becoming skilled AutoCAD users *Web Publisher's Design Guide for Windows* Mary Jo Fahey,1997 Today s Web sites are competing for attention and incredible page design may be the only way to make your Web page stand out from the rest This Web publishers design guide for Windows includes a CD ROM packed with design tools to help break away from Web page stereotypes and shows how to use animation sound video photography and more in Web pages It also includes the work of some of the best designers on the Web and get a behind the scenes before and after look at some amazing sites

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