



# 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

## 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*

*Harrisburg, 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*

# Resume Template Latest Tutorial

**Heather Miletti Duggan, Peter Norton**



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Building the Looking-Glass Resume Larry Goldsmith, 2014-01-10 Building the Looking Glass Resume is a resume solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume concerns questions and technical issues Wired Resume Guide, Version 2.0 Cengage South-Western, Tim Krause, 1999-12 *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 *The Longman Guide to Writing Center Theory and Practice* Robert W. Barnett, Jacob S. Blumner, 2008 The Longman Guide to Writing Center Theory and Practice offers in unparalleled breadth and depth the major scholarship on writing centers This up to date resource for students instructors and scholars anthologizes essays on all major areas of interest to writing center theorists and practitioners Seven sections provide a comprehensive view of writing centers history progress theorizing the writing center defining the writing center's place writing across the curriculum the practice of tutoring cultural issues and technology

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