



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

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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**

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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 **Journal of Career Planning & Employment**, 2001 Serious
Games in Personalized Learning Scott M. Martin, James R. Casey, Stephanie Kane, 2021-07-12 Serious Games in Personalized
Learning investigates game based teaching and learning at a time when learning and training systems are increasingly
integrating serious games machine learning artificial intelligence models and adaptive technologies Game based education
provides rare data for measuring assessing and evaluating not just a game's effectiveness but the acquisition of information
and knowledge that a student may gain through playing a learning game This book synthesizes contemporary research
frameworks and models centered on the design and delivery of serious games that truly personalize the learning experience
Scholars of educational technology instructional design human performance and more will find a comprehensive guide to the
history practical implications and data collection potential inherent to these fast evolving tools Using WordPerfect in
Your Job Search David Franklin Noble, 1995 A new focused kind of computer book that shows readers how to use the power
of WordPerfect to create quality resumes cover letters and other important job search documents Detailed step by step
instructions make it easy to create different types of resumes such as combination resumes chronological resumes resumes
from templates scannable resumes and hypertext **Microsoft Word for Windows** Heather Milette Duggan, Peter
Norton, 1996 **Microsoft Office Professional - New Perspectives** June J. Parsons, Beverly B. Zimmerman, S. Scott
Zimmerman, Cheryl L. Willis, Joseph J. Adamski, Dan Oja, 1995-04 Part of the New Perspectives Applications Series this text
combines five individual applications It offers case study scenarios detailed coverage and extensive pedagogy for a realistic
approach to learning Windows 3.1 Microsoft Word 6.0.6.1 Microsoft Excel 5.0 Microsoft Access 2.0 and Microsoft PowerPoint
4.0 Peter Norton's Introduction to Computers Peter Norton, 1997-10 **Microsoft Works 3.0, DOS Version** William
Robert Pasewark, William R. Pasewark, 1995 This represents a significant triumph of the leading integrated software program
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