

## Bank Teller Resume Template

A resume outlines your education, qualifications, and experiences, which relates to the employment position.

### **Aisha C. Huff**

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#### **EDUCATION**

- 20## Graduate of Alexander P. Ashbourne High School Tulsa, Oklahoma
- 20## Bank Teller Knowledge Certificate, Myannualpay.com

#### **HIGHLIGHTS**

- I know the documentation required to open and close a bank account. I know the general function of the tools used within the industry: denomination calculator 10-Key, data entry, monthly bank statement and deposit slip.

#### **EXPERIENCE**

2021- Present Blue Owl Tulsa, OK

##### **Cashier**

- Complete sales transaction
- Balance sales tickets to cash register receipts

2020 – Present Aisha's Babysitting Sitting Tulsa, OK

##### **Consultant**

- Increased client base by knocking on doors and client referrals
- Reconciled payments to invoices

2019 – 2020 Red Star Tulsa, OK

##### **Sales Associate**

- Completed the processes of closing the store
- Reconciled items to cash receipts

#### **SKILLS**

- Proficient with all Microsoft Office products
- Outstanding collaborator
- Experience with QuickBooks

#### **REFERENCES**

- Available upon request