# 英文简历写作银行职员简历 Bank Teller Resum

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SUMMARY

Highly organized and detail oriented

Over four years experience as a bank teller.

Familiar with retirement accounts including IRA\'s, KEOGH\'S, 401K\'s. Proficient with 10 key.

EXPERIENCEFirst National Bank, Denver, CO

Bank Teller, 1998 to Present

Worked with customers on a daily basis, meeting their banking needs andeither answering or referring their financial questions to theappropriate supervisory inspaniduals. Accepted and processed customerdeposits and loan payments. Maintained and balanced a cash drawerdaily. Secured the financial institution nightly Responded to customerinquiries regarding account balances. Used 10 key to process monetarytransactions. EDUCATIONB.S., Degree in Accounting

Denver City College

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