

NAME
ADDRESS
EMAIL/PHONE #

SUMMARY

Accounting student with proven ability to handle cash and deposits and experience in the banking and food service management industries. Extensive skills include organization, attention to detail and multi-tasking. Recognized as self-motivated and a quick learner.

EDUCATION

Cuyahoga Community College, Parma, OH

Pursuing Associate of Applied Business degree in Accounting
Expected completion date 2015

EMPLOYMENT HISTORY

COMPANY XXX, City/State

Teller

2011 – Present

Responsible for accurately processing routine customer transactions. Inform customers of new banking products. Sort out discrepancies related to customer accounts and transactions. Use counting machines to balance cash drawer.

- Provide excellent customer service by answering or referring financial questions to correct supervisory staff
- Ensure account information is only given to authorized persons by verifying identification

COMPANY XXX, City/State

Manager

2010 – 2011

Ensured customer satisfaction through courteous treatment while maintaining strict adherence to quality levels. Counted cash drawers, made daily deposit, and completed assigned shift paperwork.

- Supervised up to 10 crew members ensuring sufficient staff to meet customer demands
- Monitored new employee development and training
- Controlled labor and waste to achieve maximum profit

Crew Member

2008 – 2010

Prepared food items quickly and efficiently. Took and accurately bagged customer orders.

- Improved service times to be under 110 seconds by working with others as a team
- Established good customer relations encouraging repeat business

TECHNICAL SKILLS

- Proficient in Microsoft Word, Excel, Access, PowerPoint