# Olivia Miller

### **Bank Teller**

email@email.com

# Profile

Experienced Bank Teller seeking to fill a full-time or part-time position. Adept in providing fast and efficient banking services to customers, while helping them to successfully complete desired transactions. Skilled in performing routine and complex banking transactions, while complying with all rules and regulations.

## **Employment History**

#### Jul 2018 — Feb 2021

Jun 2015 – Jun 2018

Montgomery

## Bank Teller at Citibank

New York

- Successfully performed a full range of Teller duties.
- Fostered a welcoming and friendly customer environment.
- Provided prompt and courteous services to all customers.
- Utilized banking knowledge to recognize customer needs and suggested appropriate banking services.
- Worked as an enthusiastic and cooperative team member.

## Bank Teller at Walden Savings Bank

- Provided exceptional customer service and basic product information to customers.
- Ensured the accurate processing of customer transactions.
- Assisted customers with account maintenance questions and procedures.
- Promoted bank products and services by referring customers to appropriate business partners as necessary.
- Assisted supervisors in daily branch operations.

# Education

Sep 2010 — May 2015	University at Albany				
Albany	Associate of Communications				
Sep 2006 — Jun 2010	Academy of the Holy Names				
Albany	High School Diploma				

## References

#### Citibank

#### Alex Bishop

bishop.alex@citibanknyc.com 212-445-3277

#### Citibank

#### Morgan Ellison

ellison.morgan@citibanknyc.com 212-443-8977

Walden Savings Bank

## Details

## Links

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## Skills



## Languages

English										
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Polish										
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## John Linthrop

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