



Costs Drawer Balancing

Calen Handling Skills

Client Management

Complex Problem Solving

Staff Training & Development

Record keeping & Documentation

Expectional Customer Service

Analytical & Critical Thicking



Bank Teller of the Year (2019)

The Employee of the Month - 8 times in 4 years

Blank of Pennsylvania, Lancaster Branch



English

Native or Bilingual Proficiency

Spanish

Full Professional Proficiency

French

Full Professional Proficiency





Meditation



Sustainability



Italian Cuisine



Gardening

# 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.



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Philadelphia, PA.



3123 444 555



linkedin.com/in/sophia.smith



#### WORK EXPERIENCE

#### Double Star National Bank Bank Teller

98/2017 - Present

Harrisburg, PA

Achievements/Tanks

- 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 lovalty 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

07/2010 - 07/2017

Lancaster, PA

Actionments

- Demonstrated leadership in implementing adequate training to team members, resulting in improved performance and oustomer 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

Philladelphia, FA



#### EDUCATION

MS. in Banking and Finance The University of Philadelphia

2010-2012

**G Psacharopoulos** 

The Comprehensive Guide to Careers in Sports Glenn M. Wong, 2013 Provides an overview of what students should consider and expect from the varied career options available to them in the sports industry This book answers the questions students are most likely to have including what courses they should take the areas of study available to them the salary they can expect to earn after graduation and how they can get the job of their dreams This essential guide will help increase The Comprehensive Guide to Careers sutdents likelihood of finding careers in the highly competitive sports industry in Sports Glenn Wong, 2009 As more students enter the growing field of sports management there is a greater need for information informing them about their career choices Careers in Sports provides an overview of what students should consider and expect from the varied career options available to them This book answers the questions students are most likely to have including what courses they should take what areas are available to them what salary can they expect to earn after graduation and how they can get the job of their dreams In the highly competitive field of sports management it is important for individuals to prepare themselves well and to make the right decisions along the way Although there are no guarantees of success this book will increase students likelihood of finding success in the sports industry Encouraging research and realistic expectations this book has been developed by an author with many years of experience as a respected practitioner teacher and internship coordinator **Subject Guide to Books in Print** ,1993 Voicing Our Stories/remaking Our Lives Grassroots Women's Collective, 1999 With clarity and conviction this book relates women s stories of adversity and triumph Twelve women from diverse backgrounds and experiences talk about struggle and recovery in this inspiring collection of personal writings Native women immigrant and working class women wives mothers and war refugees speak of sexual and physical abuse workplace harassment alcoholism eating disorders and emotional breakdowns They also document their determination and strength to overcome and move forward Women in struggle and the general reader will be informed and inspired by the extraordinary determination of these ordinary women *Top Secret Resumes* and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano, 2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America's domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC

in Chicago in the Wall Street Journal Chicago Tribune Crain's the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided **Getting an IT Help Desk Job For Dummies** Tyler Regas, 2015-04-15 Stand out in one of IT's fastest growing job markets If you re looking for a job in IT the help desk is the heart and soul of most IT operations and an excellent starting point for a promising career With the help of Getting an IT Help Desk Job For Dummies you ll gain the knowledge and know how to cut through the confusion of navigating the Information Technology job market IT can be intimidating to hopeful yet inexperienced job candidates but this guide will help you find and land the job of your dreams Through easy to follow explanations authoritative information and a bit of humor Getting an IT Help Desk Job For Dummies serves as your thorough and approachable guide to maximizing your competitive edge in this booming market The IT job market has continued to expand as technology matures and deepens its roots in business operations. This is good news for you However it makes it that much harder to get a job in IT as recent grads and other professionals are practically stampeding to get their feet in the door of this rapidly expanding industry Luckily Getting an IT Help Desk Job For Dummies gives you an advantage by providing expert instruction on how to score an interview and secure a job offer the skills needed to obtain and maintain an IT position and authoritative information on how to establish a career path in the IT field Explore careers in the IT Help Desk field and establish the path you want to follow Plan for post education certifications and training to make yourself more marketable Get expert guidance for creating a winning resume and cover letter Prepare for your IT Help Desk interview Loaded with simple straight forward advice Getting an IT Help Desk Job For Dummies is your all in one guide to starting your IT career on the right foot Flying Magazine ,1968-01 Accidental Encyclopedia Andy Grogan, 2015-01-24 An overview of web design and UX of the best web sites on the internet **Resources in Education** ,1997 The Military Advantage, 2012 Edition Terry Howell, 2012-05-02 THE MILITARY ADVANTAGE 2012 EDITION is the most up to date annual guide to military benefits for active duty service members veterans military retirees and family members These valuable benefits include billions of dollars in scholarships educational benefits home loan quarantees and military discounts This year THE MILITARY ADVANTAGE provides detailed information about the following key benefit changes GI Bill Housing Stipend Payments for Online Students Education Benefits for Active Duty and Dependents GI Bill Tuition and Fee Coverage GI Bill Benefits to Cover Vocational Training Cost of Living Adjustment for Retirees and Vets TRICARE Premiums and Co Pays Pay Raises for 2012 And much much more THE MILITARY ADVANTAGE is published in partnership with Military com the nation s largest military membership organization The Military Advantage, 2014 Edition Terry Howell, 2014-05-15 The Military Advantage 2014 Edition is the most complete annual reference guide to Military and Veteran's benefits Written by Terry Howell Managing Editor for Benefits for Military com the guide is backed by the resources of Military com and its

parent company Monster com The Military Advantage 2014 Edition is the most reliable benefits guide for the over 30 million Americans who have answered the call to serve in the military These valuable benefits amount to billions in scholarships educational benefits home loan guarantees and military discounts These extraordinary benefits are frequently overlooked by those serving in uniform or retired from the service The Military Advantage 2014 Edition insures that all service members and their families are aware of the availability of all of these substantial benefits. This easy to use reference guide is full of insider tips little known benefits shortcuts and detailed answers to frequently asked questions While information about these military and veterans benefits is available through numerous separate sources this book collects all of those valuable resources into one easy to use reference guide and provides important analysis of these benefits The Military Advantage 2014 Edition is the well established essential guide to making the most of the military experience for active duty service members veterans military retirees and family members The Everything Guide to Working with Animals Michele C Hollow, William P Rives, 2009-02-18 Animal acupuncturist Zoo designer Wildlife rehabilitator Working with animals can involve much more than helping at an animal shelter or grooming dogs. There are lots of different jobs out there for people who share a deep concern for the welfare of animals Authors Michele C Hollow and Dr William P Rives give you the inside scoop on all of them including Veterinarian and veterinary technician Zoo worker Animal trainer for movies and TV Beekeeper Guide dog trainer This unique career guide features personal stories from experts in the field including a large animal surgeon a professional dog trainer an animal behaviorist and the former president and CEO of the American Society for the Prevention of Cruelty to Animals This guide gives you everything you need to find a job that fits your animal loving **All Hands** ,2000 US Black Engineer & IT, 1995 STEP-BY-STEP RESUMES For All Human Resources personality Entry-Level to Executive Positions Evelyn U Salvador, NCRW, JCTC, 2020-05-15 Book Delisted Career Resource Manual .1997 **Blue Collar Resumes** Steven Provenzano, 1999 This practical and helpful guide takes you step by step through the process of writing a job winning resume Steve Provanzano starts off with some general background on deciding what kind of job to look for and how to find the best opportunities This resource offers sound advice on how best to present education and work experience including what to tell and what the job candidate shouldn't reveal There are suggestions for workers who have been fired have gaps in their work history or have some other troublesome issue in their past Black Enterprise ,1991-06 BLACK ENTERPRISE is the ultimate source for wealth creation for African American professionals entrepreneurs and corporate executives Every month BLACK ENTERPRISE delivers timely useful information on careers small business and personal finance Federal Register ,2013-09 **New York Magazine**, 1989-02-27 New York magazine was born in 1968 after a run as an insert of the New York Herald Tribune and quickly made a place for itself as the trusted resource for readers across the country With award winning writing and photography covering everything from politics and food to theater and fashion the magazine s consistent mission has been to reflect back to its audience the energy and excitement of

the city itself while celebrating New York as both a place and an idea

# Resumes For Women Job Winning Resume Guidance For Every Situation Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has are more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Resumes For Women Job Winning Resume Guidance For Every Situation**, a literary masterpiece that delves deep to the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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