



Patrick Reed

Bank Teller

Recent business graduate with two years of cash-handling experience in retail and a strong interest in personal banking. Comfortable with high transaction volume, friendly with customers, and careful with money.

CONTACT INFORMATION

 (918) 555-0144

 jordan.whitfield@example.com

 Tulsa, OK 12345

KEY SKILLS

- Cash handling and drawer balancing
- Customer service
- POS systems (NCR, Square)
- Microsoft Office (Excel, Outlook)
- 10-key by touch
- Bilingual: English / conversational Spanish
- ID verification
- Confidentiality and discretion

PROFESSIONAL EXPERIENCE

2023 - Present

Lead Cashier | Riverbend Grocery Co-op, Tulsa, OK

- Balance a \$2,400 cash drawer twice per shift with under \$5 variance across the last year.
- Train 6 new cashiers on POS procedures, returns, and end-of-day deposit prep.
- Handle 250-300 customer transactions on weekend shifts, including coin orders and large cash deposits for the manager.
- Resolve pricing and refund disputes at the register without escalating to a supervisor.

2022 - 2023

Student Office Assistant | TU Office of Financial Aid, Tulsa, OK

- Greeted 40+ students per day and routed questions about loan disbursements and refunds.
- Verified ID documents against student records before releasing financial information.
- Filed and scanned around 200 documents weekly using Banner.

EDUCATION

Bachelor of Science in Business Administration, University of Tulsa, 2024

Coursework: Principles of Finance, Financial Accounting, Business Statistics