

Emily Lambley

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WORK EXPERIENCE

Union Bank & Trust

Aug. 2023 – Present

Teller | Aug. 2023 - Present

Lincoln, NE

- Process daily customer transactions such as deposits, withdrawals, and loan payments with accuracy and efficiency.
- Deliver excellent customer service by addressing customer needs, answering inquiries, resolving account issues, and recommending appropriate banking products.
- Follow strict security procedures to protect customer information and prevent fraud.

Design Intern | Jan. 2025 - Feb. 2025

- Create holiday social media assets within new brand guidelines using InDesign and Photoshop.
- Design digital billboard advertisements in Illustrator.
- Brainstorm deposit campaign concepts with the marketing team to support marketing initiatives.
- Communicate effectively with teammates to get the best possible outcome of projects.

Vault Teller | Sept. 2025 - Present

- Balance the vault and ECR daily.
- Maintain vault cash levels accurately, ensuring adherence to branch cash limits.
- Assist in branch audits.
- Support tellers with vault transactions and help them maintain proper cash amounts and denominations.

Hyvee

Dec. 2022 – Aug. 2023

Checker

Lincoln, NE

- Assist customers and handle cash transactions.
- Prepare food while maintaining health and store standards.

Southeast Community College

Aug. 2022 – Dec. 2022

Work-Study / Receptionist

Lincoln, NE

- Answer phone calls and assist students to support front desk operations.
- Assist teachers with tasks and classroom support as needed.

Hot Topic

June 2022 – Dec. 2022

Sales Associate

Lincoln, NE

- Assist customers and handle cash transactions.
- Organize shipments and update merchandise displays weekly.

Raising Cane's

Mar. 2021 – June 2021

Cashier

Fremont, NE

- Provide customer service, take orders, and handle cash transactions.
- Prepare food while maintaining health and store standards.

McDonald's

June 2019 – Mar. 2021

Cashier

Fremont, NE

- Provide customer service, take orders, and handle cash transactions.
- Prepare food while maintaining health and store standards.

EDUCATION

Southeast Community College

Associate of Applied Science, Graphic Design

- **GPA: 3.65/4.0;** Dean's List

June, 2025

Lincoln, NE

CERTIFICATIONS & SKILLS

- **Technologies:** InDesign, Illustrator, Photoshop, WordPress, Acrobat, Figma, VSCode, GitHub, HTML/CSS
- **Skills:** Collaborative, Detail-Oriented, Efficient, Intentional, Logical, Strategic, Versatile