

Lisa Angert

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Professional Summary

Experienced Banking Assistant who is very knowledgeable on the various customer service programs used throughout the banking industry. Adept at keeping accurate accounting records throughout the day assisting customers in setting up new accounts and answering customer questions. Specializes in consumer banking and customer service.

Core Qualifications

- Extremely detail oriented
- Very dedicated team player
- Trustworthy and reliable employee
- Excellent communication and presentation skills
- Strong customer service skills
- Able to comprehend all levels of bank policy
- Proactive employee who is not afraid of responsibility

Experience

Banking Administrative Assistant

1/1/2010 - 7/1/2014

First Federal Bank

New Parkland, CA

- Responsible for collecting all transactions receipts at the end of the day and generating a report for management.
- Often assisted customer service professionals in setting up new accounts for consumer and business clients.
- Assisted in staffing the customer service desk that was used to answer customer questions.

Banking Administrative Assistant

6/1/2004 - 1/1/2010

Reserve Bank

New Parkland, CA

- Assisted tellers in taking care of customers by covering teller breaks or filling in for tellers who were ill.
- Responsible for assisting clients who had questions as they walked into the branch location.
- Assisted the branch manager in creating comprehensive weekly reports that were sent to the main headquarters.

Banking Administrative Assistant

6/1/2000 - 6/1/2004

Piedmont Bank

New Parkland, CA

- Responsible for making sure that tellers had all of the supplies they need to conduct business throughout the day.

- Assisted in collecting transaction receipts after the shift was over and creating a report for management.