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Jeff Jones

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Summary

Experienced TD Bank Teller has excellent customer service skills and a strong belief in TD Bank's philosophy. Possesses great counting abilities and understands how to provide answers to most customer questions. Has four years of experience working as a TD Bank Teller and excellent social verbal and written communication abilities.

Highlights

- Excellent customer service and interpersonal skills
- Efficiently and accurately processes customer transactions
- Works well in a fast-paced work environment
- Sound understanding of basic accounting and reconciliation principles
- Provides answers to most customer questions and escalates to the head teller when needed
- Good understanding of safe box and safety procedures
- Maintains confidentiality of customers
- Good analytical and social skills
- Detail-oriented

Work Experience

TD Bank Teller TD Bank Main Branch

6/1/2012 - 9/1/2014
New Cityland, CA

- Processed loan payments safety deposit box payments deposits and withdrawals for customers.
- Answered most client account questions and escalated more complex issues to supervisor.
- Worked efficiently to minimize customer wait times.
- Balanced cash drawer at shift end.
- Greeted customers upon entry to the bank.

TD Bank Teller TD Bank North Branch

6/1/2010 - 5/1/2012
New Cityland, CA

- Processed all routine customer transactions.
- Referred customers to bank services and informed them of new products.
- Worked well as a team member.
- Treated all customers with courtesy and respect.
- Corrected client account discrepancies and made adjustments as needed.
- Balanced cash drawers and answered customer questions.

Education

High School Diploma Rolling Hills High School

2006
New Parkland, CA

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