

## BANK TELLER

### Professional Summary

Personable, high-energy nursing professional. An ambitious individual who has a demonstrated ability to address patient's needs in a timely manner. Proven success in dealing with patients and families from different backgrounds. Eager to work in a busy environment to achieve the highest level of patients' satisfaction.

### Licenses

CPR certified through American Heart Association

### Skills

Medical Terminology

Vital Signs & Patient Monitoring

Electronic Health Record

HIPPA Regulations/ Privacy

Patient Safety & Care

Patient Advocacy and Support

Medication Administration

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### Professional Experience

09/2015 to Current

Bank Teller Company Name ¼ City , State

- Professional tellers are responsible for providing a positive customer experience that leads to improved satisfaction and sales.
- Professional tellers process transactions accurately and efficiently in a fast-paced environment while simultaneously introducing products and services that meet the customer's needs and encouraging customers to expand their relationship with Bank of America.
- Your duties may include, but are not limited to the following: Create a connection and develop rapport with customers to provide outstanding, personalized service Listen carefully and connect with customers to understand their top financial priorities and to uncover products and solutions that will benefit them Ensure customers/clients are quickly connected to the appropriate teammate with the expertise to meet their needs Meet or exceed sales goals by influencing customers to learn about products/services that will benefit them Build, develop and maintain partnerships with teammates and specialists to maximize effectiveness and serve customers.

09/2014 to 05/2015

Retail Sales Consultant Company Name ¼ City , State

- Interacting among clients with a primary focus on business retention and new business roll outs; provided superior support services aligned to the client's priorities in order to drive loyalty and maximize the business value of their investment.
- Driven to meet all sales goals and educated all customers on available promotions and product plans.
- Maintain strong knowledge of all products, accessories, pricing plans, promotions and service features.
- Provide efficient, courteous customer service and assist in all aspects of product offerings and services.
- Recognized as number one in the store for newest accounts opened for the months of February and March 2015.
- Ranked Top 5% in store the entire term of employment Voluntary customer service training completed, gained advanced customer service skills to improve productivity Established strong networking relationships with every customer.

12/2011 to Current

Aviation Resource MANAGER Company Name ¼ State

- Review, plan, and implement aircraft and crew schedules from day of scheduled events to 6 months in advance to ensure optimum crew and aircraft usage relative to clients requests while accounting for crew rest requirements, crew schedules, aircraft maintenance, and unexpected developments.
- Processed 9,500 flight requirements, verifying currencies in Aviation Resource Management System with zero delays in status.
- Conducted 62 flight record reviews, updating personnel data reducing workload by 20 percent.
- Organized base training for 21 personnel on best practices.
- Adapted by 4 Organizations).
- Oversee and supervise 12 personnel during daily operations.

07/2011 to 12/2011

Administrative Executive Company Name ¼ City

- Provided high-level administrative support to 5 leading military officials by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, emailing, receiving visitors, arranging conference calls, and scheduling meetings.
- Train and supervise lower-level clerical staff.
- Authenticated 487 authorizations for 375 personnel with 100 percent accuracy.
- Organized office filing plan, labeling/auditing 800 packages ensuring compliance.
- Generated 24 flight orders for North Atlantic Treaty Organization; 67 successful training tasks completed.

### Education and Training

2012

High School Diploma Jefferson County High School 1/4 City , State , 30434

GPA 3.7

Graduated top 5% of my class

2015

Aviation Management Community College of the Air Force GPA: GPA: 3.5 Aviation Management

2015

Georgia Southern University

BLS through AHA. Expires 2017

2016

2016

Associates in Pre Nursing East Georgia State College 1/4 City , State , 30458

2017

Nursing Georgia Southern University 1/4 City , State , United States GPA: GPA: 3.6

Completed First Semester of Georgia Southern Clinical.

Acute Nursing Clinical at East Georgia Regional Medical Center Med Surgical Floor and St Joseph Candler Hospital TCU.

Additional Information

- Awards Airman of the Year (X2) Aviation Resource Manager of the year Major Command Level (Air Combat Command) Airman of the Quarter Squadron Level (X6) Air Force Achievement Medal.
- A member of the Student Nurses Association at Georgia Southern University