

# Ted Richardson

## Cash Management Services Teller

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Santa Clara, CA 📍

[LinkedIn](#) in

San Jose City college student with nearly 2 years of bank teller experience. Seeking an opportunity upon graduation to contribute my enthusiasm in providing direct consultation and services for customers at Anthem Credit Union.

## Work Experience

### Comerica Bank - Entry-level Teller

May 2020 - current

Milpitas, CA

- Organized 350+ daily customer transaction receipts to ensure proper fulfillment on time
- Collaborated with supervisor on audits that exceeded \$45K
- Adhered to strict opening and closing procedures to protect employees and bank assets, reducing fraudulent activity by 97%
- Balanced cash drawer and ATMs, handling \$100K+ per day, with zero mistakes

## Projects

### Banking Scholars Club - President, Founder

2020 - current

- Spearheaded 3+ annual educational seminars and events to boost banking literacy and job placement for recent graduates
- Organized club meetings for 20+ members
- Held weekly workshops and educational opportunities in collaboration with local banks and finance organizations
- Recruited 100+ members in total based on the merit of joining the Banking Scholars Club

### Re-Imagine Your Personal Finance - Book author

2020

- Wrote a 300-page personal finance book, with 272 citations
- Advised readers on responsible financial management with guidance from 6 financial advisors
- Received commendation from 4 major book review companies, making top lists for independent book releases of the month
- Recognized with 50+ 5-star reviews on Goodreads

## Education

### San Jose City College - A.A, Liberal Arts

September 2020 - current, GPA: 4.0

San Jose, CA

## Skills

Cash Handling; Mainframe Operations; Customer Service; Processing Client Transactions; Oracle EBS; Attention to Detail; Arithmetic; Honesty; Balancing Ledger; Closing Procedures