

Olivia Campos

Entry Level Bank Teller

Work Experience

Skills

Education

Highly motivated professional seeking an Entry Level Bank Teller opportunity to leverage a passion for creating a positive and welcoming first impression with customers. Trusted cash and credit handling as well as investment products knowledge. Fast learner of new systems and processes that will provide more revenue for the branch and increase customer satisfaction.

✉ olcamp123@gmail.com

📞 (123) 456-7890

📍 Boston, MA

🌐 [LinkedIn](#)

Heckelman Investment Group

Administrative Assistant

2020 - current | Boston, MA

- Administrative Assistant for the CEO and CFO of Heckelman Investment Group with \$2.2B in assets and 300 associates.
- Closely evaluate, research, and provide recommendations on prospective new vendors resulting in a 23% increase in efficiency.
- Manage all correspondence to investors and executives with a detail-oriented and thoughtful approach.
- Assist Sales through a solid knowledge of investment products and expediting customers to the right sales team, thereby supporting the sales team in exceeding their targets three out of four quarters.

Terello's Pizzeria

Delivery Driver

2018 - 2020 | Boston, MA

- Delivered pizzas accurately and on-time for customers who ordered online and on the phone. Trusted cash and credit card handling of payments.
- Accurately managed the close-out process for delivery drivers and distributed tips from customers who paid online.
- Demonstrated high levels of accountability and showed up to 100% of scheduled shifts on time.
- Recognized as Employee of the Year 2019 for demonstrating a positive, customer focused attitude.

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- Organization
 - Personable
 - Meticulous
 - Sales
 - Reliable
 - Team Player

High school diploma

Boston Latin High School

2014 - 2018 | Boston, MA