





OLIVIA CAMARRO

ENTRY-LEVEL BANK TELLER

CONTACT

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Boston, MA 
[LinkedIn](#) 

EDUCATION

High school diploma
Boston Latin High School
2014 - 2018
Boston, MA

SKILLS

Sales
Organization
Personable
Meticulous
Reliable
Team Player

CAREER OBJECTIVE

Sales-motivated professional seeking an Entry-Level Bank Teller opportunity to leverage my passion for creating a positive, welcoming first impression with customers. Adaptable learner of new systems and processes. Seeking to apply my cash, credit, and investment handling knowledge to increase First Republic Bank's customer satisfaction.

WORK EXPERIENCE

Administrative Assistant

Heckelman Investment Group
2020 - current / Boston, MA

- Executed daily tasks for the CEO and CFO, navigating \$2.2B in assets, and 300 associates
- Evaluated, researched, and provided recommendations about prospective new vendors, resulting in a 23% increase in efficiency
- Managed 100% of correspondence to 16 investors and executives with a detail-oriented and thoughtful approach
- Assisted sales through knowledge of investment products
- Expedited customers to the right sales team, beating targets 3 out of 4 quarters

Delivery Driver

Terello's Pizzeria
2018 - 2020 / Boston, MA

- Delivered pizza 100% on time for customers who ordered online and by phone
- Conducted 180+ weekly cash and credit card payments
- Managed the close-out process for 7 delivery drivers and distributed tips from customers who paid online
- Demonstrated high levels of accountability and arrived to 100% of scheduled shifts on time
- Recognized as Employee of the Year in 2019 for demonstrating a positive, customer-focused attitude
- Saved the company 36% in fuel costs by implementing bike and motor bike deliveries for 80% of orders