

# RYAN CLOVER

## Bank Teller

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☎ (123) 456-7890

📍 Pittsburgh, PA

in [LinkedIn](#)

## WORK EXPERIENCE

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### Bank Teller

#### TD Bank

📅 2018 - current 📍 Pittsburgh, PA

- Managed basic transactions including deposits and loan payments, verifying cash and cashing checks within limits
- Executed 30+ weekly cashier's checks, money orders, and savings bonds
- Performed complex transactions including coupon collection, and \$40+M commercial deposits
- Issued official checks, cash advances, and term deposits 5 days per week
- Provided customer service through product knowledge, issue resolution, and cross-selling 8 new services, including money market accounts, loans, and credit card offerings

### Bank Teller

#### Wells Fargo

📅 2016 - 2018 📍 Pittsburgh, PA

- Reconciled cash drawer and ATMs, managing \$85K+ per day alongside daily closeout processes to balance receipts
- Followed customer service standards, complying with banking policies to ensure a 98% customer satisfaction rate
- Recommended bank products that met the customers' needs to exceed sales targets by 36% in 2017 and 2018

### Front Desk Associate

#### Marriott

📅 2014 - 2016 📍 Pittsburgh, PA

- Engaged 30+ daily guests, providing check-in and check-out support, including payment method verification, ID checks, and data entry
- Executed cash and credit handling, including 3 daily deposits and monthly reconciliation
- Developed and maintained front desk forms and procedures
- Assisted 2 executives with administrative tasks for an organized front desk
- Trained 18 new team members on 100% of front desk responsibilities

## EDUCATION

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High school diploma

#### Upper Saint Clair High School

📅 2010 - 2014

📍 Pittsburgh, PA

## SKILLS

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- Cash Handling
- Friendly
- Customer Service
- Detail-oriented
- Communication
- Thorough