

Alan McCoy

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ResumesBot

Dear David Malpass,

I have particularly interested in the open position in your Bank due to it can give me the opportunity to develop my skills and utilize my experience.

In my previous work at Republic Bank, I have received a good reputation as a bank teller and as a supervisor. I have supervised six bank tellers for 3 years.

I am proficient with verifying transactions, preparing cashier's checks, issuing traveler's checks, exchanging foreign currency receiving and verifying loan payments, mortgage payments and answering customer's questions related to banking products.

My skills also include:

- Managing marketing materials for the branch, exceeded sales goals and provided excellent customer service to customers by creating a friendly rapport with clients.
- Processing teller transactions for customers, including servicing client accounts, managing safety deposit box payments, cashing checks, balancing cash drawers, handling night deposits, and correcting discrepancies, as well as assisting in the opening and closing procedure of personal and business accounts.
- PPC Management & Consulting.
- Display/Programmatic Management & Consulting.

Acting as a direct link between the client and the bank I can handle queries in a professional and courteous manner.

My knowledge and willingness to learn alongside my customer service-oriented personality will prove to be an asset to your organization.

I look forward to your response.

Best Regards,

Alan McCoy