

LORENCO MITCHELL

BANK TELLER

SUMMARY

Organized and friendly Bank Teller with 6+ years of experience and strong expertise in assisting with the execution of branch activities, including day-to-day delivery of client-facing services and processing transactions, in coordination with the Customer Service function.

SKILLS

- Strong mathematical skills
- Balance allocation
- Ledger balancing
- Loan processing
- Knowledge of proper cash handling procedures
- Tax preparation
- Problem solving
- Proficient with Microsoft Office—Word, Excel, PowerPoint, Outlook
- Strong typing skills
- Knowledge of financial principles and practices

CONTACT INFO

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WORK EXPERIENCE

Bank Teller

PNC, 2015 TO 2019

- Provided exceptional customer service by appropriately greeting customers, processing deposits, withdrawals, loan payments and other transactions accurately and in a timely manner
- Promoted the bank's services and cross sell bank product
- Worked with deposits, savings and demand deposits, loan payments, IRA deposits and club payments

Bank Teller

NEWFIELD NATIONAL BANK, 2014 TO 2015

- Handled the sale of negotiable instruments
- Identified sales referrals and cross-sell opportunities
- Worked with cash checks, bonds and savings withdrawals
- Received share drafts/checks and cash for deposit to accounts, verified amounts, examined share drafts/checks for proper endorsement, and entered deposits into computer records

EDUCATION

Winslough University

BA IN FINANCE, GRADUATED IN 2013