# Jasmine Patel

## Teller II

Teller II with 4 years at 2 Virginia community banks, handling personal and business transactions plus ATM balancing and vault management. Trains new tellers, catches fraud early and gives the kind of customer service that keeps busy Friday payroll lines moving.


jasmine.patel@email.com

(804) 555-0161

Richmond, VA

linkedin.com/in/jasminepatel


## Experience

### Teller II

06/2024 - Present

James River Savings Bank — Richmond, VA

Community bank with 11 branches serving households and small businesses.

- Process **100+** personal and business transactions a day, including commercial deposits over $25,000.
- Run ATM balancing and vault counts weekly under dual control, with zero unresolved differences since 2024.
- Train 5 new Teller I hires on the teller system, Bank Secrecy Act rules and cash handling limits.
- Generate 20 referrals a month by cross-selling CDs, home equity lines and business accounts.

### Teller I

03/2022 - 05/2024

Chesterfield Hometown Bank — Chesterfield, VA

Three-branch community bank.

- Completed **80** deposits, withdrawals and loan payments a day with a 99.8% accuracy rate.
- Prepared currency transaction reports for about 15 large cash transactions a month.
- Produced 40 stop-payment and address-change letters a month with word processing templates.
- Balanced a $25,000 cash drawer every shift, with 2 variances over $5 in 26 months.

### Cashier (Part-Time)

08/2020 - 02/2022

Carytown Market — Richmond, VA

Neighborhood grocery store with 5 checkout lanes.

- Handled $3,500 in cash and card sales per shift, closing the till within $1 on 97% of shifts.
- Processed 25 returns, refunds and price checks a shift at the service desk.
- Trained 3 new cashiers on register steps, coupons and ID checks for age-restricted sales.

## Skills

- Cash Handling
- Customer Service
- ATM Balancing
- Vault Management
- Cross-Selling
- Bank Secrecy Act (BSA)
- Currency Transaction Reports
- Word Processing
- Time Management Skills
- Interpersonal Communication Skills

## Education

### Associate of Applied Science

05/2023

J. Sargeant Reynolds Community College

Richmond, VA

Business Administration