

1916 Main Street  
Portland, Oregon 97202  
(503) 555-2058  
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# Bethany Balance

## Objective

Bank Teller

"Bethany is an energetic, motivated, responsible worker who performs her job with efficiency and accuracy. She is always willing to pitch in and help where needed without being asked. She is a joy to work with."

-- Dorothy Eubanks, Supervising Teacher  
Tigard High School Student Store

## Qualifications

### Cashiering/ Attention to Detail

Consistently balanced till to the penny

Kept detailed records, documented purchases, tracked inventory, and priced and stocked merchandise

### Customer Service

Genuinely enjoy helping customers find the products and services that best suit their needs and therefore always provide cheerful, friendly service

### Selling

Experience promoting products using cross-selling and up-selling techniques

Ability to learn about and effectively explain a company's products and services was developed by skills of analyzing, organizing and presenting research materials

### Leadership

Trained new cashiers in customer service, cashiering, inventory system, policies and procedures

### Computer/Business Skills

Excel, PowerPoint, Word, 10-key by touch

## Experience

**Cashier** – Tigard High School Student Store, 9/20XX to 6/20XX

**Treasurer** – Ski Club, Tigard High School, 9/20XX to 6/20XX

## Education

Associate of Arts, Oregon Transfer Degree

Portland Community College, Portland, Oregon - anticipated 20XX

## References

Available on Request