

Joni Kraus  
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**Objective**

I want to secure a challenging position that utilizes my skills.

**Employment History**

Westerra Credit Union August, 2011-Present  
Teller

- Handling and reconciling large cash, check and credit card transactions
- Balancing ATM machine and vault
- Customer service
- Adhere to Federal, State and Westerra policies
- General office duties

AAA Colorado April, 2006-August, 2011  
Cashier/Member Services Counselor

- Handling and reconciling large cash, check, and credit card transactions
- Adhere to appropriate daily, monthly, quarterly and annual reports
- Daily deposits, balancing reports, and assist in daily armored car pick ups
- Sales of credit cards, debit cards, foreign currency, traveler's checks, and merchandise
- Adhere to AML Policy and maintain member and company confidential records
- Excellent customer service
- Multi phone line
- General office services

**Qualities**

Excellent customer service, a team player, self-starter, organized, responsible, dependable, trustworthy

**Education**

Graduated Lakewood High School

References upon request

