

Katie Croft

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Highlights:

- Proofreading, grammar check
- Phone answering
- Copying, scanning, filing
- Team building
- Inventory management
- Scheduling
- Customer Service
- Cash Handling
- Communication Skills

I am a dedicated, detail oriented person who is seeking a rewarding career. I am able to prioritize, multitask, and show results. I am capable of handling a high volume of inquires and accomplish all of my daily tasks.

Experience

Teller

Guaranty Bank and Trust

July 2014 - current
Longmont, Co

- Processes Deposits/Withdrawals, loan payments, customer requests.
- Cashes checks, verifies customer information, and validity of the item being presented.
- Identifies customer needs and cross-sells bank products.
- Balances and maintains a personal cash drawer, coin machine, and ATM.
- Builds client relationships by being quick and knowledgeable.

Tax Preparer

Jackson Hewitt

2014 Tax Season
Brighton, Co

- Customer service during a very stressful period of time.
- Helping decipher a years worth of financial information to make a tax return that best benefits the customer.

Assistant Manager

Pizza Hut

March 2012-July 2014
Brighton, Co

- Worked with General Manager to improve sales, and profitability.
- Controlled cost of sales and cost of labor.
- Reviewed team performance, delegated new tasks.
- Revived and organized filing system for period, quarter and YTD paper work.
- Balanced and maintained cash drawer, and deposit log.
- Ordered supplies and maintained inventory.

Education

University of Montana

BA in Anthropology 2005-2010

Alpha Omicron Pi Sorority

Volunteered in philanthropic events to raise money for juvenile arthritis.

Time management and organization learned from weekly meetings and hosting events.

Teamwork

Software:

Proficient in MS Word, Excel, PowerPoint, Banking software, Firefox, Internet Explorer,

Outlook

Data entry:

60 WPM