

# Michael White

Littleton, CO 80123

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To obtain a position where I am able to contribute to the company's objectives, effectively interact with customers and teams while growing professionally.

Authorized to work in the US for any employer

## Work Experience

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### **Bank Teller**

Canvas Credit Union

January 2018 to Present

Responsibilities include providing excellent customer service, receiving deposits and loan payments, cashing checks, issuing savings withdrawals, recording night and mail deposits; selling bank services, opening new accounts, building relationships with new and existing members and answering questions in person or by phone.

### **Senior Representative**

FirstBank Holding Company - Lakewood, CO

August 2020 to October 2022

customer service over the phone with customer, raising limits on cards/accounts/loans, open close accounts, general info on accounts and loans. Inter communication with internal co-workers

### **Emissions Inspector**

AirCare Colorado

2017 to 2017

Set up and operate remote on-road motor vehicle emissions sensor, electronically compile and deliver collected emissions data, maintain service logs, support data processing activities, provide effective communication with administrators from remote locations

### **Food Sales, Electronic Sales, Truck Unloader**

Walmart

2012 to 2017

Responsibilities include providing excellent customer service, stocking product, freight organizing, providing a clean environment for customers, pulling product forward (zoning), and transferring product to a separate location for later sales (overstock).

## Education

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### **High School Diploma**

Eagle Academy High School

2007

## Skills

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- Banking
- Computer Skills
- Typing
- Computer Operation
- 10 Key Data Entry
- Cash Handling
- Accounts Receivable
- Phone Etiquette
- Freight Experience
- Accounting
- Microsoft Outlook

## Additional Information

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### Skills

- Dedicated and responsible
- Self-motivated and driven
- Adaptable
- Keen eye for detail
- Provides excellent customer service
- Demonstrates ability to handle stress and volume of customers while maintaining a positive attitude
- Works well in a team and individual settings
- Competent computer skills (Proficient in Symatar, Jaber, Synergy, and Word)
- Quick learner
- Avid reader

I am willing to learn new systems and processes as necessary for the job. Thank you for your consideration.