

Riley Bassett

Personal Banker - US Bank

Littleton, CO
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WORK EXPERIENCE

Personal Banker

US Bank - Denver, CO - 2014 to Present

Current responsibilities include

- Outstanding customer service
- sales
- handling customers financial needs
- checking customers accounts and balances

Assistant Manager

Family Dollar - Denver, CO - 2014 to 2014
2014

Responsibilities include

- Customer service
- Delegation of duties for the team
- Store opening and closing
- safe counts, oversights of bank deposits, cash drawers

Center Manager

Ace Cash Express - Denver, CO - 2012 to 2014

Responsibilities include

- Customer service
- Open and close store
- Safe counts and deposits
- Armor car deliveries
- Loans and Check cashing
- Bill payment center
- General office task

Associate

Doggy Dog World Grooming and Rescue - Littleton, CO - 2010 to 2012

Responsibilities include

- Customer service
- Business phone work
- Grooming
- General small business duties
- Shelter rescues
- Foster family services/ setting adoption sites up

Service Associate

Michaels - Lakewood, CO - 2007 to 2010

Responsibilities include

- Customer service
- Cash register
- Resets and Revisions
- Stocking merchandise
- High value team player

Receptionist and Assistant

Planet Beach - Lakewood, CO - 2005 to 2007

Responsibilities include

- Customer service
- Handling busy phones
- Setting and scheduling appointments
- Sales
- General office duties

EDUCATION

Red Rocks Community College - Lakewood, CO
2008 to 2010

belford high school - Lakewood, CO
2008 to 2008

Green Mountain High School - Lakewood, CO
2006 to 2008

ADDITIONAL INFORMATION

Skills

Microsoft Office

Outstanding customer service

Cash handling experience

Verbal and typing skills

Organization skills

Independent worker and team player