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| Jane Doe | | |
| Summary  Motivated and detail-oriented recent graduate with strong customer service skills seeking an entry-level Bank Teller position. Eager to contribute to the efficiency of banking operations and provide excellent service to clients.  Work Experience  **Customer Service Associate May 2022 – Present**  Retail Store Springfield, IL   * Provided exceptional customer service to over 100 customers daily, ensuring a positive shopping experience. * Handled cash transactions accurately, processing payments and issuing receipts with 99% accuracy.   **Intern Jan 2022 – Apr 2022**  Local Credit Union Springfield, IL   * Assisted in daily banking operations, including managing customer inquiries and processing account applications. * Learned to operate banking software and maintain accurate records of financial transactions.   Education Bachelor of Science: Business Administration Jan 2022 *University of Springfield**Springfield, IL* | Contact  (555) 123-4567  jane.doe@example.com  Springfield, IL 62701  Skills  Customer Service  Cash Handling  Attention to Detail  Basic Math Skills  Communication Skills  Problem Solving  Time Management  Team Collaboration |