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| Jane Doe |
| SummaryMotivated 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.

EducationBachelor of Science: Business Administration Jan 2022*University of Springfield**Springfield, IL* | Contact(555) 123-4567jane.doe@example.comSpringfield, IL 62701SkillsCustomer ServiceCash HandlingAttention to DetailBasic Math SkillsCommunication SkillsProblem SolvingTime ManagementTeam Collaboration |