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|  Amber Miller Phone icon(417)-592-7349 Email icon ambergayle2001@gmail.com |
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| COMpetencies- Strong analytical skills- Detail-oriented- Excellent Customer Service Skills- Quick Learner- Microsoft Office; Word, Excel, PowerPoint | ACADEMICS**Oklahoma Christian University***Finance- Bachelor of Business Administration**GPA 3.844*Currently attending as a sophomore pursuing a degree inFinance; expected to graduate in Spring of 2024.After graduation, I intend to further my career in professional banking. |
| PROFESSIONAL CAREER**Teller at Citizens Bank of Edmond***July 2022-Present** Cash handling and counting.
* Daily transactions for personal and business customers.
* Utilize Microsoft Office for communication and document tracking procedures.
* Assess customer needs to connect them with the proper department.
* Review and publish financial documents.
* Work alongside all functions of a bank to satisfy customer needs and serve the community.

**Teller at MidFirst Bank***December 2021-June 2022** Cash handling and counting.
* Daily transactions for personal and business customers.
* Inform customers of potential products and services offered by the bank.
* Assist with monthly auditing procedures.

**Daycare Teacher at One Step at a Time Childcare***June 2021-November 2021** Create lesson plans for education.
* Provide care for children ages 1-11.
* Conduct daily closing procedures.
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