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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 in  Finance; 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. | | | | | |