

Arline Sisavath

Assistant Cashier

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☎ (337) 099-0096

📍 123 Maple Street, Billings, MT 59102

Education

**Associate of Applied Science
in Accounting at Flathead
Valley Community College,
Kalispell, MT**

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Financial Management, Payroll Accounting, Accounting Information Systems, and Business Law.

Links

[linkedin.com/in/arlinesisavath](https://www.linkedin.com/in/arlinesisavath)

Skills

Cash handling

Customer service

Basic accounting

Attention to detail

Time management

Communication skills

POS system operation

Languages

English

Indonesian

Profile

In my previous role as an Assistant Cashier, I gained over a year of experience in providing exceptional customer service while managing cash transactions with accuracy and efficiency. I consistently ensured proper handling of financial records, reconciled cash drawers, and collaborated with team members to maintain a seamless workflow. My strong communication skills and attention to detail allowed me to address customer inquiries and resolve discrepancies, contributing to a positive shopping experience. As a result, I was able to enhance my multitasking abilities and further develop my proficiency in various financial systems and software.

Employment History

Assistant Cashier at First Montana Bank, MT

Nov 2022 - Present

- Successfully reduced end-of-day cash discrepancies by 30% within the first six months of employment by implementing more stringent cash handling procedures and providing additional training to tellers.
- Streamlined the daily cash reconciliation process, decreasing the time spent on this task by 25%, by introducing automated tools and improving communication between team members.
- Assisted in the development and implementation of a new customer service training program for the bank's tellers, resulting in a 15% improvement in overall customer satisfaction scores within one year.
- Identified and resolved over 50 instances of potential fraud or suspicious activity during a two-year period, protecting the bank and its customers from potential financial losses.

Cashier Assistant at Glacier Bank, MT

Sep 2022 - Oct 2022

- Successfully processed over 150 transactions daily with a 99.8% accuracy rate, ensuring efficient and seamless customer experiences at Glacier Bank, MT.
- Streamlined the cash counting process by implementing a new organization system, reducing end-of-day discrepancies by 30% and improving overall efficiency.
- Consistently maintained a balanced cash drawer with a total transaction value of over \$10,000 per day, demonstrating strong attention to detail and financial responsibility.
- Received a Customer Service Excellence Award for resolving 95% of customer inquiries and issues within the first interaction, leading to increased customer satisfaction and repeat business.

Certificates

Certified Bank Teller (CBT)

Jun 2021

National Retail Federation Customer Service and Sales Certification

Feb 2020