THALISA A. ACOSTA

Brgy. Salud Natividad, Pangasinan, Philippines · 0956-782-5694
acostathalisa@gmail.com

Bank Teller with more than four years of experience providing excellent customer service through accurate customer transactions, handling customer transactions, referring credit products, and balancing cash drawers. I bring a comprehensive set of skills that I believe will be valuable to the company.

EXPERIENCE

SEPTEMBER 18,2018 – PRESENT
BANK TELLER, EASTWEST BANKING CORPORATION
Processing of over-the-counter transactions such as cash deposits, withdrawals, encashment, fund transfer, check deposits, bills payment.
Processing of Foreign Exchange Currency
Processing of Swift Transactions/Telegraphic Transfers
Uploading of Payroll
Clearing of Checks

JUNE 2018- AUGUST 2018
LEGISLATIVE STAFF ASSISTANT, SENATE ELECTORAL TRIBUNAL
Ballot Matching

EDUCATION

TERTIARY
BSBA MAJOR IN FINANCIAL MANAGEMENT, TRINITY UNIVERSITY OF ASIA
DEAN'S LISTER 1.65 GPA
JUNE 2017

ACTIVITIES SKILLS

- Can work under pressure
- Can do multitasking
- Thrive in a team environment and work well with others
- Ability to process transactions accurately and In a timely manner
- Customer Service
- Microsoft Office efficient
- Enthusiastic and eager to meet challenges
- Excellent in written and verbal communication skills.

PERSONAL INFORMATION

Nickname: Cha
Birthday: September 11, 1997
Hobbies: Watching K-dramas