



James Artemus IV

Professional Summary

Familiar with diverse banking and investment products, including deposit accounts and loans. Competent in setting up services, transferring funds and helping with complex transactions. Positive and upbeat with strong communication and problem-solving abilities.

Work History

Home Depot - Cashier

Lawrenceville, GA

10/2018 - 06/2019

- Processed POS transactions, including checks, cash and credit purchases or refunds.
- Restocked, arranged and organized merchandise in front lanes to drive product sales.
- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.

BB&T Corp. - Bank Teller

Snellville, GA

07/2015 - 09/2018

- Checked amount details and fraud markers for transaction papers such as checks and money orders.
- Completed highly accurate, high-volume (\$100,000 - \$300,000) money counts via both manual and machine-driven approaches.
- Bolstered understanding of banking products and services by enrolling in available training classes and seminars offered to Tellers.

Hollister - Sales Associate

Buford, GA

08/2013 - 05/2014

- Maintained organized, presentable merchandise to drive continuous sales.
- Delivered high level of assistance by locating products and checking store system for merchandise at other sites.
- Liaised with customers and recommended specific products and specials, aligning with individual needs, requirements and specifications.

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Lawrenceville, GA 30045

Skills

- Accounting systems and software
 - Strong interpersonal skills
 - Spanish Speaking
 - Rapid data entry skills
 - Consumer banking specialist
 - Strong Account Analysis Skills
 - Cash Handling Expertise
 - Proficient in Microsoft Excel
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Education

07/2020

University of Georgia

Athens, Ga

BBA: Finance

Campus Involvement

- Treasurer - Kappa Alpha Psi
- Treasurer - Black Male Leadership Society
- Member of The National Association for the Advancement of Colored People (NAACP)
- Member of Black Education Support Team (BEST)
- Member of The National Association of Black Accountants (NABA)

