

# Meagan Gibson

1424 Buffalo Street, APT3  
Franklin, PA 16323  
(814)657-7300

## EXPERIENCE

### **Northwest Bank, Franklin Pa- Teller**

October 2023- Present

Was responsible for answering customers' questions, and answering the phone.

Handled cash, check, and credit/debit cards

Helped keep important files organized in the filing system in the computer

### **Franklin Oil Region Credit Union, Franklin Pa — Teller**

December 2022- September 2023

Was responsible for answering phone calls, and answering members questions.

Handled cash, check and credit/debit cards

Filed membership folders and any important paperwork

Ran cash and membership transactions

### **Northwest Bank, Franklin Pa — Teller**

July 2021- December 2022

Was responsible for answering customers' questions, and answering the phone.

Handled cash, check, and credit/debit cards

Helped keep important files organized in the filing system in the computer

### **Clarion University Rec Center, Clarion Pa — Front Desk receptionist**

November 2018- October 2019

Handled watching the front desk

Answered phone and helped answer any customers question

Handled gym memberships, cash and checks

## SKILLS

Customer Service skills

Organizational skills

Receptionist

Money handling

Proficient in microsoft and excel

Help keep the gym clean

**Kmart, Franklin Pa- cashier/floor associate**

June 2016–November 2018

Handled cash and checks

Helped stock the shelves

Helped keep the sales floor organized and clean

**EDUCATION**

**Oil City High School, Oil City Pa — Academic**

August 2013 - June 2017

**Clarion University, Clarion Pa — Rehabilitation Science**

August 2017 - July 2020

Was studying rehabilitation science with a concentration in occupational therapy. Currently have one more year left and am hoping to go back in the future to get the full degree.

