

## Jalil R. Davis

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2649 Gerritt Street | Philadelphia | PA | 19146 | 267.679.4970

**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2015*  
*Major: Finance* | Total expected credits: 130  
**GPA:** 3.04

**EXPERIENCE:** TD BANK, Philadelphia, PA **April 2014 - Present**  
**Teller**

- Process face-to-face routine and complex financial transactions
- Balance cash drawer, ATM, and vault
- Meet sales goals quarterly
- Crossed trained as customer service representative
- Provide legendary customer service

ROMA-THERM ALUMINUM PLUS, Philadelphia, PA **May 2008 - April 2014**  
**Window Manufacturer**

- Measure, cut, fabricate, insulate, and assemble windows, doors, and tabletops
- Manage inventory
- Deliver windows to residence and businesses

UPS AIR HUB, Philadelphia, PA **November 2005 - March 2006**  
**Package Handler/Runway Assistant**

- Loaded and unloaded cargo planes
- Sorted, stocked, inventoried packages
- Assisted with landing and departure of planes

MURPHY'S LIGHT MOVING, Philadelphia PA **June 2004 - August 2006**  
**Driver/Mover**

- Organized, packed, loaded, and unloaded box truck
- Moved residential and commercial materials
- Recorded schedules and receipts

**SKILLS:**

- MS Office, Excel, PowerPoint
- Type 200 wpm