

Brandi Ann Shady
684 SW Heather St
Port St. Lucie, FL 34983
772-200-9799

OBJECTIVE: I am currently looking for a full or Part time position in an environment that offers a greater challenge, and the opportunity to help the company advance efficiently and productively.

EDUCATION:

St James Academy High School Diploma

EXPERIENCE:

Carol Muldrow, PA

Legal/Administrative Assistant:

- Assist in all administrative duties of the office.
- Primary duties included filing forms, conducting research, preparing documents.
- Responsible for preparing informative or explanatory material
- Organized, detail-oriented, computer literate, technical abilities.
- Excellent communication skills
- Review and file all legal documents as they apply to clients' cases.
- Schedule appointments, correspondence, meetings, reports, and travel arrangements.
- Organizing files for quick retrieval and review.

Dr. Chavez

Insurance Verification:

- Verification of customer medical information.
- Call Insurance companies to verified patient status.
- Take corrective action, and follow up with patient making sure all information is entered accurately.
- Call patients to conform appointments.
- Answer incoming calls in a timely manner.
- Excellent communication skills, and professional phone edicate.
- Maintain customer base for new and existing clients.

UPS

Customer Service:

- Manage all company report at end of month.
- Responsibilities consisted of making sure individual items are entered with 100% accuracy, while managing a high work load.
- Addressing customer inquiry, and keeping a steady flow within a busy environment.
- Answer multiple phone lines.
- Served customer in a timely fashion.
- Maintain daily balance in cash register.
- Daily maintenance of work area.
- Proficient with company computer system/register.
- Build Sales and up sell

Royal Palm Tile

Office Manager:

References available upon request.

- Maintain office by making sure all supplies are up to date.
- Educate customers on products availability, requirements, and deadlines
- Resolved customers concerned in a professional and timely manner.
- Answer all inquiry by customer or staffs.
- Excellent Customer service skills.
- Answer incoming, and out-going calls.
- Responsible for team development, communications, sales, profit and cost control management

D&D Transports

Customer Service Representative:

- Book delivery and pickup for clients.
- Call existing customer base to generate repeat customers.
- Filing, Answering phones, and other miscellaneous duties.
- Accounts payable and receivable.
- Verified payroll information
- Responsible for customer service including order-taking and cash register operations.

ACHIEVEMENTS:

Licenses and Certified Notary Public

Microsoft Word

Microsoft Excel

Microsoft PowerPoint