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| Bridgefield, St. Thomas•(246)425-2314 / (246)823-7192•Melissacarrington080@hotmail.com | | | |
| Melissa Carrington | | | |
| Objective | | | |
| To obtain a position in a field where social, research and analytical skills will be fully utilized. | | | |
| Experience | | | |
| 2009-2010 | | Crucible International |  |
| Health Claim Reviewer  * Review Health Claims * Process for payment | | | |
|  | | | |
| 2012-2013 | | Duty Free Caribbean (Cave Shepherd) |  |
| Cashier (part-time)  * Assist the customer with any queries or complaints * Specialized in the sale of Cave Shepherd cash * Performs monetary transactions with the assistance of a P.O.S system | | | |
|  | | | |
| 2006-2007 | | G C Services |  |
| Customer Service Representative  * Take inbound and make outbound calls * Data Entry * Process customer accounts in a timely fashion | | | |
|  | | | |
| 2004-2006 | | NCO Financial |  |
| Customer Service Representative / Debt Collector  * Make outbound calls to collect outstanding debt * Assist customers with their accounts * Data entry  |  |  |  | | --- | --- | --- | | 2003-2012 | Rock Dundo Medical Clinic |  | | Receptionist (part-time)  * Answering the telephone * Scheduling appointments * Filing and pulling patient files * Receive accounts payable for services rendered | | | | | | |
| |  |  |  | | --- | --- | --- | | 2011-2012 | Relax In Barbados |  | | House Keeper  * Making of the beds * General cleaning of rooms * Washing of linens | | | | | | |
| Education | | | |
| 1997-2002 | Alleyne Secondary School | |  |
| CXC General  * Mathematics * English Language * Information Technology * Clothing & Textiles * Food & Nutrition | | | |
| References | | | |
| Dr. Ahmed Mohamad Rock Dundo Medical Clinic (246) 424-8236  Mr. Nigel Benskin Relax In Barbados (246) 235-4734 | | | |
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