

# **Teresa Ouellette**

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166 Catherine Street  
Hartford, CT 06106

## **Career Overview**

Committed and motivated individual possessing a strong work ethic. Detail-oriented, analytical, well organized and proficient at multitasking and prioritizing. Professional demeanor, accurate and focused. Highly effective communication skills, verbal and written. Excellent interpersonal skills having dealt with a diversity of populations. Troubleshooter adept at identifying problems and implementing solutions. Computer Skills include Word, Excel, Outlook and Internet savvy.

## **Core Accomplishments**

### *Administration*

- Performed administrative tasks such as account management, filing, data archiving, faxing reports, photocopying collateral and scanning documents for inter-departmental use.

### *Reporting*

- Prepared monthly reports of vendor accounts, closed terminated records, completed final audit of charts and insured that all documentation had been received and filed. Maintained status reports in keeping with updated information of borrower accounts. Accounts receivables including invoicing, cash application, researching charge-backs, discrepancies, reconciliations and responded to customer requests for documentation.

### *Technical Proficiency*

- Developed a strong knowledge of hardware and software while keeping abreast of new applications that increased efficiency and productivity. Conducted microfilm research investigating necessary information for proper billing of accounts in collection.

## **Reference Excerpts**

"Teresa's skills and attention to detail make her invaluable, she is well organized, articulate and clearly focused. She is a trustworthy, tireless worker and an asset to any company that should hire her."

Tracey Seaman

Test Kitchen Director

**Every Day with Rachael Ray Magazine**

"She is a loyal and dedicated employee who takes pride in her work. Teresa displays strong analytical and research skills and can be counted on to quickly and accurately complete tasks"

Jennifer Knapp

Former Default Services Supervisor/ Quality Control Officer

**Connecticut Student Loan Foundation**

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## **Professional Experience**

Every Day with Rachael Ray Magazine New York, NY  
**Freelance - Test Kitchen Cook/Caterer** 2009 - 2010  
Prepared selected recipes being considered for publication than conferred with editorial staff regarding outcome.

Connecticut Student Loan Foundation Rocky Hill, CT  
**Default Services Accounting Clerk** 2001 - 2009  
Excelled within a deadline intensive environment, ensuring accurate on-time completion of projects, assisting in all areas of administrative work.

Target Temps, LLC Glastonbury, CT  
**Temp / Office Clerk** 2000 - 2001  
Assignments included all manner of office support with event management and non-profit companies.

## **Education**

Capital Community College Hartford, CT  
Pharmacy Technician Certificate 2010  
South Catholic High School Hartford, CT  
Diploma