**Reneshia R. Burnett**

60 Ash Street, New Britain, Connecticut 06051 (860)709-4860 [Reneshiarb@gmail.com](mailto:Reneshiarb@gmail.com)

**Career Objective:**

To obtain a position that will utilize my leadership qualities, customer service, business acumen and administrative skills to become an effective and productive member of the organization.

**Professional Experience:**

**Kettlebrook Care Center, East Windsor, CT**  2011-present

Administrative Assistant

* Answer telephones and transfer to appropriate staff member.
* Meet and greet clients and visitors.
* Create and modify documents using Microsoft Office.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.

**International Financial, CT** 2007-present

Bail Bondsman

* Developed the business plan to grow the bond business in New Britain, Connecticut.
* Established a client base and marketed the company throughout the state of Connecticut.
* Established excellent working relationships with clients, police departments, courthouses and correctional facility personnel.

**United States Postal Service, Bloomfield and Glastonbury, CT** 2004-2009

City Carrier & Rual Carrier

* Sorted and distributed mail throughout the Town of Bloomfield.
* Assisted the Postmaster with employee scheduling and acted as interim supervisor.
* Established friendly professional business relationships with residential and business customers on my designated route.
* Delivered mail to residential and business customers.
* Sort mail and deliver packages to residential customers.

**Lauren Staffing, Glastonbury, CT**  2003-2004

The Haymond Law Firm, Hartford, Connecticut

Administrative Assistant

* Provided administrative and data entry support to the office manager.
* Assisted with opening and closing case files.
* Entered data into and managed the SAGA system update after files merged.
* Answered phones and transferred to appropriate legal staff and other personnel as needed.

**Spherion, Farmington, Connecticut**  2002-2003

Staffing Assistant

* Prescreened candidates for temporary assignments and maintained weekly payroll.
* Controlled applicant flow, screening candidates, reviewing applications, administered skills testing and applicant orientations.
* Processed timesheets and entered data into the payroll system for payment and distribution.

**Adecco, Inc., East Hartford, Connecticut** 1999-2002

Administrative Assistant & Accounts Payable Assistant

Connecticut State University, Hartford, Connecticut

* Provided administrative support to Senior Management.
* Processed Invoices and input into Banner System.
* Received and coded incoming checks, input payments into accounts receivable system and made daily bank deposits.
* Maintained confidential files, kept minutes and managed department budgets.
* Scheduled meetings, conference calls, and made travel arrangements.
* Planned and organized high profile conference and fund raising events, including registration, room assignments, meals, travel arrangements and accommodations, and other logistics.

Hartford Board of Education, Hartford, Connecticut

Provided administrative support to Assistant Superintendent at the Hartford’s Board of Education.

* Managed the Assistant Superintendent’s calendar, travel arrangements and expense account reporting.
* Scheduled meetings, managed incoming telephone calls, answered queries and followed up as needed.
* Assisted parents with filing complaints and preparing forms for processing.

**Education:**

Manchester Community College, Manchester, Connecticut 2004-2013

Dean’s List 2004

Fisk University, Nashville, Tennessee 1996-1997

Business Management

Windsor High School, Windsor, Connecticut 1996