Debbie DeJesus

66 Layton Street, West Hartford, CT 06110

(860) 523-0647; [debbiedejesus95@comcast.net](mailto:debbiedejesus95@comcast.net)

**PROFILE**

Responsible, mature individual with strong work ethic and ability to make a difference, seeking a full-time position while attending college that would utilize my secretarial skills. Experienced in diverse industries. Able to work independently and to perform tasks from inception to completion.

**SKILLS**

* Microsoft Office: Word, PowerPoint, Excel and Outlook
* Customer Service, Greeting Clients
* Bi-lingual – Spanish/English
* Effect receptionist
* Schedule appointments, maintain calendar
* Experienced with varied office equipment
* Answering phones and taking messages
* Aid in other clerical duties assigned

**EDUCATION**

**Capital Community College**, Hartford, CTJanuary, 2011 – Present

Business Management Major

**Hartford Insurance Group - Project Stag**

Secretarial Training, September of 1991

**WORK EXPERIENCE**

**Infinity Staffing Solutions,** Hartford, CT 02/12-Present

**Fazzano & Tomasiewicz, LLC Hartford Law Firm**

* Maintain and updating files.
* Copying Confidential and Legal Documents.
* Answer Multi Telephone lines and forwarding all messages.
* Greet Customers.

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**West Hartford Board of Education**, West Hartford, CT08/00-01/2012

**Attendance Paraprofessional & Customer Service**

**Teacher’s Assistant**

* Utilize a variety of educational software.
* Solve tasks for customers in an efficient, friendly and courteous manner while meeting deadline constraints.
* Maintain friendly internal working relationships between various departments to ensured proper completion of work.
* Computer Compilation and retrieval of student statistical information.
* Computerization of all information logged on daily report sheets and the production of appropriate statistical reports in a timely fashion.
* Keep abreast of changing and/or improving techniques as they pertain to data input.
* Retrieve required information for data entry.
* Be available for switchboard/receptionist coverage when necessary.
* Does related work as required.

**Aetna Insurance Company**, Hartford, CT 10/98-04/00

**Claims Benefit Specialists**

* Adjudicated Medical Claims per HMO Guidelines.
* Verify and update patient’s insurance benefits and assist the team in obtaining authorization.
* Verify all information is correct and up to date.

**The Hartford Dispensary**, Hartford, CT 03/97-10/98

**Secretary Assistant**

* Answered the phone and responded to routine inquires.
* Maintained and updated patient files; entered and retrieved data.
* Set up appointments with patients, collected and recorded patient fees.
* Order and maintains office supplies.

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**Olsten Staffing Services,** Hartford, CT01/96-03/97

**Data Entry Operator**

* Supported finger imaging project for Connecticut Department of Social Services.
* Utilized extensive bilingual skills to provide quality service.

**The Jerome Home**, New Britain, CT 01/92-03/94

**Secretary Assistant**

* Secretarial duties included phone, copying and preparing correspondence.

**References:** Available upon request.