**Jennifer Sullivan**  
**114 Florida Drive Agawam, MA 01001** 413-783-9688 [OoSully22@aol.com](mailto:OoSully22@aol.com)

**Objective**: Motivated and enthusiastic individual with a desire to learn is seeking an

Opportunity that utilizes my data entry, customer service and computer skills, preferably

In a general office setting to a growth orientated company

**Data Entry Clerk**

January 7, 2012 – March 1, 2012 Temp Position, **Honda Financial, Holyoke MA**

Open and sort contracts to their proper department, Process all incoming vehicle contracts, manually entering customer/vehicle information in the Funding Department

ensuring accurate preparation / entry for the Finance Department for further processing. Heavy data entry, 150-200 contracts entered daily, phone work with dealership along with e-mail and fax

**Underwriting Assistant**

September 13,2011 – September 30, 2011 Temp Position, **The Hartford, Windsor CT**

Data entry of all medical submissions, preparing and scanning medical applications into the in-house data base, correcting errors, processing e-mail inquiries, sorting and processing incoming

Department mail, working with in-house brokers to ensure accurate claim processing

**Data Entry Specialist**

August 25, 2010 – November 11, 2010 Temp Position, **Sulco Warehouse, Holyoke, MA**

*Order Entry*- process all daily orders using Provia computer software, research all orders

Ensuring accurate product in inventory to fill all incoming orders, prepare work order forms

*Inbounds*- data entry of all inventories for daily work inbounds making sure all shipments

And products are added and received into the warehouse.

*Outbound Inventory Processing*- finalization of all daily orders and shipments which are

Processed with high volume data entry adding in the warehouse stage locations

*Order Shipment Scheduling*- data entry of shipment destinations, date of delivery, product

Weights and all other documentation must be entered daily

**Office Manager**  
June 10, 2008 – January 1, 2010 **Malanson Landscaping, Springfield, MA**  
Advertising, sales, appointment setting, preparing estimates, preparing daily work order schedules for the landscape crew, billing, payroll, data entry, filing customers into computer system and enter customers daily work orders that were landscaped/ maintenance, preparing contracts, handling of all banking transactions, heavy phone work with corporate/residential accounts handling any questions or complaints ,working closely with large corporate chain accounts ensuring highest quality customer service

**Manager / Bartender**   
February 1, 2002 - April 5, 2008 **Center Stage, Springfield, MA**  
Hired, supervised, and motivated a staff of up to 20 employees  
Excelled at communicating effectively with customers, vendors and staff

Cash management, cash handling, inventory, weekly balance reports,

**Eligibility Representative**   
February 2007- September 2007 **Genworth Financial Insurance Co, Windsor, CT**  
Data entry of new business applications  
Review and complete each claim request as in address changes re-registrations and terminations  
Provide high quality data processing claims support in a highly timed manor along with numeric 10 key data entry

**Administrative Assistant**

March 2000 - October 2004 **Periera Landscaping, Palmer, Ma**  
Scheduling appointments, prepare invoices and statements, collect and process payments  
Maintain client accounts, payroll, filing, faxing

**Proof And Transit Operator**  
August 2000 - April 2002, **SIS Bank, Springfield, MA**  
Process end of day bank transactions by encoding checks and deposits through the bank computer software using “key what you see “ technique with accuracy and speed  
Verify end of day debits and credits are in balance, heavy 10 key numeric data entry  
Balance end of day reports

**Education**- Agawam High School, Agawam, MA 01001  
September 1991- 1995  
High school equivalency diploma

**Springfield Technical Community College, Springfield MA**  
Medical Billing and Coding - Courses through Springfield Technical Community College taking the online six series medical billing and coding course with completion of:

\*Medical Terminology  
\*Medical Coding - course included ICD-9-CM Coding, CPT Coding, Medicare Fraud and Abuse, and Evaluation and Management  
\*Medical Billing - course included Front Office Management, Filing Part B HCFA 1500, Filing Part A HCFA 1450, Medicare Billing Problems, Patient Record Keeping using Medisoft, Medicare as Secondary Payer, Medicare Home Health and Womans’ Health  
\*Advanced Coding ICD-9 - course summarizes official coding guidelines concerning complex diagnosis coding issues including Coding Clarification, Physician Documentation, Issues, and Coding Scenarios   
Currently taking the Advanced CPT course which includes Evaluation and Management and Surgery Codes, Detailed Medical History Reports, Post-Operative Reports

Final course to be taken is AAPC, AHIMA, and AMBA Certification Exam Review

References are available on request.