| Marcia Hunter-Brown |
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| Objective | To obtain a support services position where I can grow and develop my career and effectively utilize my strong data entry skills, customer service skills, sales experience, and coordination skills. |
| Experience | Receptionist/Switchboard Operator  September 2010 - July 2011 Smiths Medical, Southington, CT   * Transferring incoming calls to the correct extension. * Greeting clients as they arrive. * Overhead pages to associates. * Distributing the mail. * Filing the purchase order in numeric order. * Escort clients to different department. |
|  | Data Entry  August 2009 - May 2010 MassMutual Insurance, Springfield, MA.   * Heavy data entry. * Distribute mail to different teams. * Collecting mail from different teams. * Assuring that all paperwork is file promptly and accurately. * Input the collected mail to be bar coded. |
|  | Data Entry Clerk  August 2004 - August 2008 The Hartford Insurance, Southington, CT.   * Heavy data entry. * Filed Alpha and Numeric Chronological order. * Proofreading of documents to ensure accuracy. * Maintained file’s assuring that all paperwork is filed promptly and accurately. * Input information for the programmer’s. * Document incoming mailing information in the insured file. * Type Renewal letter’s for Auto and Home policies. * Type requests for insurance cards to be send to the insured. * Researched policy term days for auto and home insurance. * Scanning documents into the imaging system. * Input Fifty percent notification. * Mailed check’s to Claimant. * Spearheaded and maintained special assignments for my supervisor's. |
|  | Data Entry  September 2005 - June 2006 Webster Resource, New Britain, CT.   * Input wire transfer into the data base for the teller’s to track. * Confirm wires transfer’s with the customers. * Researched old and new wires. * Input new companies and updated new information.   Clerical Assistant  March 2003 – September 2004 Bank of America/IRS, Windsor, CT.   * Open Tax documents. * Transferred tax documents to the correct folders. * Assisted in different departments. * Responsible for mailroom functions including sorting mail, scanning documents into the imaging system and scanning indexing.   Clerical Assistant  October 2002 - February 2003 Chase Home Financial, West Hartford, CT.   * Faxed the contracts to the borrower’s attorney. * Filed the contracts confirmation in the borrowers file. * Spearheaded and maintained special assignment for supervisor.   Data Entry Clerk  June 2001 - May 2002 National Cash Receipt, East Hartford, CT.   * Entered the amount of the checks to be deposited into the customer’s accounts. * Type in the correct routing and serial numbers. * Spearheaded and maintained special assignment for supervisor.   Data Entry  October 2001 – March 2002 IDR, Windsor, CT.   * Work with special assignment teams. * Processed premium waiver’s letter’s and confirmation for claimant. * Prepared necessary paper work for claimant and physician to be mailed out. * Photo copied employee training manual. * Filed and organized claimant file.   Claims Processing Clerk  January 1998 – October 1999 Unicare Health Insurance, Springfield, MA.   * Heavy data entry typing. * Input alpha and numeric data. * Processed insurance HCFA’s. * Input Vision Claim and UB98’s. * Proofreading of documents to ensure accuracy during visual inspection.   Checking Account Representative  May 1997 – May 1998 American Eagle Federal Credit Union, East Hartford, CT.   * Processed check for individual accounts. * Encoded temporary checks. * Researched and resolved problem issue concerning member account. * Filed application for new and old accounts. * Processed stop payments. |
| Education | Morse School of Business, Hartford, CT,  September 1992 – May 1993 |
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| References | References are available on request. |