**Vinita Hanjan** **Vhanjan2002@yahoo.com**

**Contact Information:** 81 Juniper Drive, Avon, CT 06001Cell phone # (860)-558-2910

**Objective:** Obtain a position providing an excellent Customer Service

# **WORK EXPERIENCE:**

**Computer Science Corporation, New York, NY**

**Administrative Assistant**

* Ordered car service for the CSC executives
* Ordered catering/lunch for various CSC management and vendor events
* Recorded visitors to the CSC office
* Managed the maintenance of the office by putting in orders for office supplies and maintenance service
* Booked conference rooms for the CSC management

**Staffing Agencies, New York, NY**

**Data Entry Clerk**

* Entered pension data and financial data into the systems for various companies
* Entered retailing information for a large retailing organization

**Cold Water Creek; Avon, CT**

**Sales / Customer Representative**

* Balanced and managed the cash register for the store on a daily basis
* Made direct sales to the customers regarding the Gold card
* Handled all customer requests and inquiries
* Responsible for arranging store displays of feature merchandise and dressing store windows

**GNC; Avon, CT**

**Sales person**

* Studied products to better assist customers and increase sales
* Oriented customers by answering questions regarding various products

**Avon Health Center; Avon, CT**

**Volunteer – Patient Care**

* Helped transport residents of the nursing home to the dining room for social activities
* Helped the nurses with the daily functions of the residents
* Assisted the terminally sick patients on simple things such as moving routine exercises
* Entertained patients by watching and discussing television programs and news stories

**University of Connecticut Health Center; Farmington, CT**

**Administrative Assistant**

* Worked with the research analyst on the various data that was collected for the study
* Entered the research study data into the University healthcare system
* Created files of the various studies and answered telephone calls

**Avon Town Hall; Avon, CT**

**Administrative Assistant**

* Assisted directors with general duties such as filing and setting up meetings
* Directed phone calls to appropriate areas

**EDUCATION:**

**Northwestern Connecticut Community College Graduated 2002**

Computers and General business studies

**Avon High School, Avon, CT Graduated 1997**

**SKILLS:**

**Operating Systems:** Windows 95/98/2000/NT/XP, UNIX

**Software:** MS Word, MS Excel, MS PowerPoint, MS Outlook Express, lotus notes