**Rebecca Hunt**

**204 West Center Street**

**Southington CT, 06489**

**(860) 371-6338**

**huntbeccah32@gmail.com**

**Objective:**   
To achieve and maintain a career that will give me the opportunity to grow and succeed.      
   
**Experience:**  
**FinalTrac, LLC, Hartford, CT**  
**Settlement Tracking Specialist**   
**6/2009- 12/2009**

* Scanning and uploading various paperwork and documents to the company website
* Running monthly reports for clients, as well as weekly reports for coworkers
* Interacting with Attorneys, Town Clerks, Lawyers and Bank Lenders for different aspects of the mortgage release cycle
* Inputting, Scanning, Uploading and creating over 500 files for 100-200 clients monthly
* Working with Cute FTP, Adobe, ACT, and other computer systems daily.
* Daily data entry, filing, inputting, recording, mailing, and customer service duties.
* Verifying and sending mortgage lien releases out to the appropriate town halls for recording

**JobTarget LLC, New London, CT**  
**Advertising Consultant**  
**06/2007 - 11/2008**

* Performed research and generated new sales leads through phone, internet, promotions, and company attended conferences
* Supported the sales team in organizing lead distribution, appointments, travel arrangements, and schedules
* Performed frequent internet searches, quickly and easily maneuvering between multiple windows for research and reporting
* Took initiative to prioritize, manage, and complete projects as well as tracking sales with very little to no direction or supervision
* Fielding telephone calls, receiving and directing visitors, word processing, filing and faxing
* Developing sales and marketing strategies
* Conducted GoTo Meetings for customers
* Pitching and selling products and software to prospective/continued customers, expecting to meet monthly requirements

    
**Caring Community of Connecticut, LLC, Colchester, CT**  
**Community Living Specialist**  
**10/2006 - 02/2007**

* Prepared and maintained records of clients’ progress and services performed, reporting changes in client condition to management or supervisor
* Participating in case reviews, evaluating clients needs and plan for continuing services
* Planned, shopped for, and prepared nutritious meals, or assisted groups in planning, shopping for and preparing meals
* Performed health care related tasks such as monitoring vital signs and personal care, ambulation and personal hygiene assistance

    
 **Ladd’s Garden Center, N. Windham CT**   
**Retail Sales Associate   (seasonal)**  
**06/2006 - 08/2006**

* Providing customer service and assistance
* Stocking, merchandising, setting up displays.  Daily general garden maintenance
* Customer phone calls, special requests, diagnostics and follow up on sales

    
**Prides Corner Farms, LLC., Lebanon, CT**  
**Inside Sales Representative**  
**10/2004 - 05/2006**

* Responsible for customer base of 200+ retail nursery sales.
* Achieving new prospective clients.
* Meeting and beating monthly sales goals for my territory.
* Applied perfect customer service skills toward gaining orders, up-sells, problematic shipments, and general questions or concerns.
* Juggled phone, fax, email and mail on a day to day basis.
* Created spreadsheets and reports for general sales tracking.

    
**S&S Worldwide, Colchester, CT**   
**Call Center Representative**  
**09/2002 - 09/2004**

* Obtaining phone, fax, and email orders in a very fast-paced, high demand environment.
* Achieving extra sales by up selling items the customer wouldn’t normally purchase.
* Management of over 100 calls per day.
* Sorting and filing.
* Organization and projection of shift objectives and goals.

    
  
**Education:**  
Bacon Academy    
Norwich Avenue    
Colchester CT 06415    
1999-2003    
General High School Diploma