JEAN RABBET

K-23 Mill Pond Road ◊ Broad Brook, CT 06016 ◊ 860-623-3376 ◊ rabbettjeanie@yahoo.com

~ State position of interest here ~

Efficient and detail-oriented individual with diverse experience in customer service, office skills, clerical assistance and inspection/quality control. Core skills include: data entry; proofreading of reports and documents; medical billing and coding; strong communication skills and excellent phone manner.

WORK HISTORY

Saint-Gobain Ceramics/East Granby, CT 2002 - 2009

*Technician/Inspector*

* Inspected ceramic ball bearings
* Provided assistance to supervisor on assorted task and job assignments
* Operated machines for quality customer specifications
* Assisted employees as needed and cross-trained in different departments

Easco Hand Tools, Inc. /East Windsor, CT 1999-2001

*Customer Service Representative*

* Interacted with customers regarding parts’ needs both in-person and over the phone
* Provided written communication related to orders or customer requests
* Expedited parts for customer shipments
* Completed diversified clerical duties such as filing, copying and phone coverage

L & M Ambulance Company/West Hartford, CT 1996-1999

*Billing Clerk*

* Coded and processed medical claims
* Telephoned customers of ambulance service to determine insurance coverage and billing information
* Completed daily filing and data entry

Allied Grocers/Windsor Locks, CT 1993-1996

*Office Assistant*

* Proof-read and processed customer purchase orders
* Entered all required data into computer-based tracking system
* Tracked all purchase orders through detailed filing procedure

EDUCATION/PROFESSIONAL DEVELOPMENT

CTWorks/Enfield, CT ~ 2009 – present

Continuous training and career counseling with career agent and job development team

Asnuntuck Community College/Enfield, CT ~ 2009

Medical Assistant certificate program

Windsor High School/Windsor, CT ~ diploma