Kim Bevvino

240 B Main Street

Portland, CT 06480

860-471-9941

**OBJECTIVE**

Utilize my extensive Customer Service experience in a company which will provide mean opportunity to apply my excellent communications, interpersonal and organizational skills.

**EXPERIENCE**

MIDAS CARE CAR - MIDDLETOWN, CT 2010-sept 2010

TRI-TOWN FOODS – PORTLAND, CT 2008-2010

LB WINDOWS – ROCKY HILL, CT 2003-2008

ATRIUM WINDOWS, BPT, CT 1994-2002

SNET, HAMDEN, CT 1990-1994

**RESPONSIBILITES/ACCOMPLISHMENTS**

Performed customer service functions including invoice transactions, AP, order taking, handling cash accounts and general administrative activities.

Performed receptionist duties, including greeting and assisting customers, light typing and handling busy switchboards.

Analyzed and proofread customer orders to ensure accuracy prior to data input into computer system.

Received promotion to CSR from Directory Assistance Operator within six months of employment at SNET.

Applied excellent interpersonal and communications skills which established customer relations in order to effectively collect delinquent account. Reduced monthly delinquencies by 65%. Proven record for successfully establishing and coordinating alternative methods of payment for account delinquencies.

**PERSONAL REFERENCES**

Lori Leavitt (203) 500-1938

Pam Lane (860) 342-3218