**TARIK CUMMINGS**

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**OBJECTIVE**

Seeking a position where I can contribute as an individual in a team environment as an organized professional with exceptional administrative and customer service skills.

**SUMMARY OF QUALIFICATIONS**

* Proficient in MS Word, Excel, PowerPoint ,Outlook, Lotus Notes, and Internet Explorer
* Outstanding customer service experience
* Excellent written and verbal communication skills

**EDUCATION**

2008 to 2009 **Asnuntuck Community College** Enfield, CT

Associates Degree in General Studies

1998 to 2002 **Windsor High School** Windsor, CT

High School Diploma

**EMPLOYMENT EXPERIENCE**

Hewitt Associates New Britain, CT

**Administrative Assistant** 6/2010 to 10/2011

* Processed and printed letters for claimants out of work on (STD and FMLA).
* Built professional relationships with case managers in other offices working with them to ensure the letters were sent in a timely manner.
* Metered the mail and processed as pre sort to save the post office time and Hewitt money.
* Assisted Mail Handler with incoming mail.
* Oversaw any mail returned for a wrong address and processed making sure any returned checks or confidential information were handled with care.
* Researched claims and printed appropriate information for claimants.

J. MorrisseyWindsor CT

**Office Assistant** 2/2010 to 2/2010

* Performed clerical and office support functions for Kaman Industries. Processed, assembled and sorted mail.
* Packaged envelopes and processed labels using Word.
* Performed filing, data entry and ran background checks for clients applying for loans.

The Artists CollectiveHartford, CT

**Office Assistant** 5/2009 to 8/2009

* Contributed to all aspects of the agency’s cultural arts, education, training and enrichment programs by performing general administrative functions.
* Organized and filed program information.
* Maintained attendance, timesheet, payroll records and checks for youth participates.
* Assisted with auditions, oversee performances, created and assembled costumes and programs for stage productions.

Securitas Security Services Windsor, CT

**Security Officer** 5/2007 to 12/2008

* Monitored and authorized entrance and departure of employees, visitors, and other persons to

guard against theft and maintain security of premises

* Circulated among visitors, patrons, or employees to preserve order and protect property