Endia Mapp

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68 Taylor Drive

Hartford, CT 06120

Objectives

To secure and maintain a job where I can help others

Education

[Thomas Snell Weaver High School, 2002

H.S Diploma

Experience

Processing specialist

Bank of America Feb 2004- Oct 2010

• Performing routine task under medium supervision. Routine task include remittance processing, invoice keying and check keying at key strokes of 8,000, scanning or stapling documents. Mail room: mail sorting and package distribution mailing out FedEx & Ups

Cashier/Swing manager

McDonalds Sep 2000 – Feb 2004

• Providing friendly customer service, cashing out orders, running the floor when needed and balancing cash draw for daily deposits.

Skills

• Computer skills, cash handling, customer service, remittance processing, package distribution, mail sorting machine, invoice keying, check keying, stapling and scanning documents