Tarra Chanthinith

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Objectives:

To obtain greater challenge and responsibility as professional offices in an organization, and improve a health care facility my customer service, administrative, and bookkeeping in a business office utilizing.

Education:

* Capital Community College, Hartford in Connecticut

Training in Medical Bill and Encoding, May 2010 (complete)

* Manchester Community College, Manchester in Connecticut

A.A. in Science accounting, anticipated graduation, May 2009

* Data Institute (Technical Training school) East Hartford in Connecticut

Certification work processing / bookkeeping. 1989

* High School in Vientiane Laos (complete) 1985

Diploma for General Study

Experience:

04/2011 to Present UPS. Staffmark ( temporary ) Winsor lock, CT

\*General work in distribution of Account or resource.

Mail processing and contribution packet.

(Agency job or on call)

01/2005 to Present CT-Coalition of mutual Assistance, Inc. Hartford, CT

\*Social worker Assistant with Language.

Translation from English to Laos and Thai (elderly)

03/2010 – 07/2010 Boston Regional Census Center. East Hartford, CT

\*Census Bureau of Government.

Enumerator operation form and responsibilities of families, work to

House by house. (On temporary)

04/2010 – 05/2010 Hartford Hospital. Hartford, CT

\*Student internship (20 hour for volunteer)

Prepare bill and encode for management recode. (MRI and MRA)

07/1999 – 03/2005 Lason Corporation System East Hartford, CT

\*Data Entry.

Handled retail indexing account entry, Scanning and Filing the document

Of provided, including receptionist data base.

10/2007 – 02/2008 Cabala’s Club East Hartford, CT

Customer services, Cashier (season or temporary)

11/1987 – 07/1998 Connecticut Bank Corporation Hartford, CT

\*Statement Rendering / Proof operator

Data entry 10 key, alphabetical mailing, processed filing checking, enter

Transactions into prove equipment, endorse checks and deposit, and

Performed a variety of clerical functions relating to check processing.

Skills:

* Type 30 to 45 work per minutes
* U S American Citizen
* Speak fluent language in Laos and Thai
* General to activities on sport ( tennis and swim )