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| |  |  |  | | --- | --- | --- | | |  | | --- | |  |  |  | | --- | | LAVERNE E. MAYO  53 Elliott St Hartford.Ct 06114 (860983-8673 hot.mail  Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Microsoft Office (Word, Excel, Access), Keyboarding, Data Entry  Medisoft, Medical Terminology, Medical Office Procedures, Vital  EXPERIENCE Signs, CPR Certified, EKG, Customer Service  **Feb-2011-May-2011 Aenta Hartford, CT**  **Call Center MS, Data Entry**  **Emeritus Senior housekeeping**  **Kitchen helper**  **Housekeeping**  **Clean up meeting rooms**  **Setting up tables**  **Novemer 2010 – June 2010 Nordstrom housekeeping**  **2002- present H&R Block West Hartford, CT**  **Office Assistant**  **Screen and direct incoming calls**  **Enter data into the computer**  **Schedule appointments**  **Provide quality customer service**  **2000-2004**                                      **U.S Post Office**  **Mail Clerk**  **Sorted mail**  **Screened and Directed calls**  **Worked as a member of a team**  **Operated postage machine**    **1999-2000**                                      **Nair & Levin Attorney at Law**  **Collection Clerk Bloomfield, CT**  **Filed office correspondence and photocopied documents**  **Provided quality customer service**  **Inputted data**  **Operated standard office equipment in an efficient manner**    **1998-1999**                                      **CIGNA**  **Data Entry Bloomfield, CT**  **Recorded, sorted, and filed information in**  **Alpha numeric system**  **Updated and maintained medical and dental account files on a daily basis**  **Prepared and inputted data from source documents**    **1995-1997 Fleet Bank**  **Scanned**  **Scan papers, copy, file, mail clerk**    **EDUCATION**  2005-2005 Phoenix Academy Hartford, CT  Medical Office Skills Certificate  Medical Office Procedures, Medical Terminology, Microsoft Office  Keyboarding, Data Entry, Medisoft, Business Communications    2001 Hartford Hospital Hartford, CT  CNA Vital Signs, EKG, Finder Prick, CPR Certified    1990-1992 Manchester Community College Manchester, CT  Administrative Assistant  Office Procedures, English, Business Math, Business Law, Records Management | | |
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