**REGINA MELARAGNO**



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***OBJECTIVE:***

To obtain the position of bankruptcy paralegal.

Motivated and interested in additional training, education, and future growth potential.

***EDUCATION:***

Post University, Waterbury, CT

Bachelor of Science, Accounting 2009

Cumulative GPA: 3.64

***Course Highlights:*** Financial Accounting, Managerial Accounting, Intermediate Accounting, Federal Income Tax, and Cost Accounting.

***HONORS & ACTIVITIES:***

Accounting Society 2007 - Present

National Alpha Chi Honor Society 2008

Post University Presidential Scholarship 2008

Post University Transfer Scholarship 2008

National Dean’s List 2004

***EXPERIENCE:***

*Farmington Bank, Avon, CT 2011-Present: Service Associate*

Provide strong customer service, while cross-selling bank products and services. Accept and process deposits, withdrawals, and loan payments. Balance cash and checks daily. In addition, sell money orders, bank checks, travelers checks, and bonds.

*Wal-Mart, Torrington, CT 2005 – 2011: Sales Associate*

Perform variety of customer service duties including assistance to customers with purchase selection, cash register transactions and processing of rain checks. Demonstrate customer service skills through ability to adapt to individual customer needs; facilitate conflict resolution when necessary. Assist customers with returns and exchanges; explain and adhere to all effective return policies. Organize and maintain proper inventory as necessary. Collaborate with various staff members and multiple store locations to process inventory transfers.

***SKILLS:***

Proficient in Microsoft Excel, Word, PowerPoint, Outlook.

***REFERENCES***:

Available upon request.