**Lynn Daniele**

49 Meadow Road

East Longmeadow, MA 01028

Lynn.Daniele@yahoo.com

413-426--6047

**summary**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative professional seeks an office position which would utilize my office skills, and my extensive customer service and administrative experience.

**RELATED SKILLS & ABILITIES**

|  |  |
| --- | --- |
| * Data Entry * Dependable * Record Keeping * Customer Service Experience | * Telephone Experience * MS Word ’03, ’07, ‘10 * MS Excel ‘10 * File Management |

**EDUCATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

MASSACHUSETTS CAREER DEVELOPMENT INSTITUTE, Springfield, MA

***Medical Office Professional Program – Certificate Received*** October 2011- June 2012

East Longmeadow High School, East Longmeadow, MA

***High School Diploma***

**EMPLOYMENT** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAIL ROOM CLERK (Seasonal)

*Bank of America Processing Center*, Windsor, CT April, 2011-Present

* Process and sort incoming mail
* Prepare mail for delivery to mailing facilities

DATA ENTRY CLERK/CUSTOMER SERVICE REPRESENTATIVE

*Duc-Pac Corporation, Inc.,* East Longmeadow, MA 1998-2009

* Confer with customers by telephone and in person to provide information about products and services
* Address and resolve customer problems
* Data entry
* Research documents and edit for accuracy