**Jeerika A. Maragh**

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**Objective:** To obtain a challenging position with the opportunity for advancement in management while pursuing a college degree.

**Qualifications:**

* Reliability, Efficiency, and Quality
* Work well in a fast pace business environment

**Education:**

* (2011-present) Central University College New Britain. CT

Bachelor’s in Management/Organizations

* (2008-2011) Manchester Community College Manchester, Ct

Business Office Technology- Associates in Science Degree 2011

**Employment:**

10/10- 02/11 Iron Mountain/Data Entry

Type important documents and transport information into the company’s database.

11/06-12/08 Marshalls/Store Associate

Assist customers with merchandise, price clothing, cashier, and fitting room associate.

**Skills:**

* Keyboarding 50 wpm
* Customer Service
* Bookkeeping
* Medical Coding
* Database Management
* Medical Insurance
* Data Entry
* Medical Transcription
* Microsoft Office/Outlook