**Annette M. Allen**

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**OBJECTIVE**

Currently seeking a position in a growth oriented company where I can utilize my communicative, organizational and problem solving skills in a customer service capacity.

**WORK EXPERIENCE**

06/11- Present **T.P.F Donuts** Manchester, Ct

*Bakery/Cashier*

Responsibilities include assisting customers, bake products that meets

Dunkin Donuts requirements.

09/08 – 11/10 **F.L. Roberts** Hartford, CT

*Manager*

Duties are assisting customers, setting gas pumps, putting away grocery

orders. Inputting customer lottery numbers. Entering all financial and daily

transactions onto an excel spreadsheet as well as handling all bank deposits.

02/06 – 06/08 **Drake Petroleum Xtra-Mart** Manchester, Ct.

*Assistant Manager*

Responsibilities included activities ranging from serving as a customer service representative to entering all financial and daily transactions onto an excel spreadsheet as well as handling all bank deposits.

03/05 – 01/06 **Safelite Auto Glass** East Hartford, Ct.

*Customer Service Representative*

Duties consisted of answering customer calls, resolving complaints as well as setting and confirming appointments.

04/04 – 02/05 **Drake Petroleum Xtra-Mart** Manchester, Ct.

*Assistant Manager/Cashier*

Responsibilities included activities ranging from serving as a customer service representative to entering all financial and daily transactions onto an excel spreadsheet as well as handling all bank deposits.

**EDUCATION**

06/08 **Vernon Adult Education** Vernon, Ct.

*Diploma Recipient*

1/10-11/13 **Kaplan University** Fla.

*Bachelors Psychology*

**SKILLS AND QUALIFICATIONS**

* Excellent customer service and interpersonal skills
* Highly motivated, energetic team player who can thrive in a fast paced environment.
* Proficient of handling complex financial transactions
* Honest, trustworthy worker who gets the work done in a timely, accurate and efficient manner.
* Proficient in the use of various types of equipment and telecommunications systems.