# Roberta Lucas-Maldonado

## 213 Blue Hills Avenue

**Hartford, CT 06112**

**(860) 232-8081 message (860) 548-9051 Home**

**(860) 953-6104 Work**

**E-Mail Berta1170@live.com**

**Experience: 09/10-Present**

* Sales Associate
* Cashier
* Data Entry Clerk
* Fund Raiser Seasonal for various programs
* E.g. Homeless shelters, Drug Programs
* Clothes Hanger
* Window Display

**Avery Heights, Certified Nurse’s Aide 10/02-11/06**

**Per Diem 11/08-7/09**

* Caring for the elderly
* Feeding handicap patients
* Bathing disabled patients

### Weaver High School Internship 12/05-2/06

* Medical Billing Assistant in the Nurse’s Office
* Posing Medical and Dental for Students
* Vaccinations and Student History

### Weststaff Temporary Agency, Office Team Temps 11/02

* UCONN Health Center Medical Biller on IDX System
* Data Entry Clerk Iron Mountain State of CT Achieves Holders
* Accounts Receivable Clerk reconciliation, Finance Dept. ING

### City of Hartford Social Services, Public Works, 5/85-5/95

**Hartford Civic Center**

* Medical Eligibility Secretary
* Scheduled Appts for 6 Social Workers
* Generated Medical Billings
* Generated Photo IDS, memos, corps., medical cards

**Education:** **Fox Institute of Business, Medical Biller Transcript 6/2006, CT Training Center Certified Nurse’s Aide 9/2002, Hartford, Secretarial School**

**Administrative Assistant 1983**