**Linda M Kenney**

1082 Carew Street

Springfield, MA 01104

(413) 301-8166

(413) 342-8289

[Serenity123123@yahoo.com](mailto:Serenity123123@yahoo.com)

* Team Player
* Strong Customer Service
* Able to exercise discretion with confidential client information
* Exemplary communication and organizational skills
* Calm under pressure, meet deadlines, strong on follow-up
* Proven problem-solving skills
* Strong Data Entry **(KPH - 12,219 Numeric, 10,110 Alpha)**

**Experience**

10/2011 – 11/2011 McLaughlin Paper c/o Spherion Staffing W. Springfield, MA

**Data Entry**

* Entered students fundraising orders into the system; school code numbers, item numbers, quantity, total cost.

9/2008-11/2010 Various Temporary Assignments Springfield, MA

**Admin Support**

* Manage Administrative duties of private financial home office (short term assignment)
* Handle batching responsibilities to vendor or server for a National Healthcare provider (short term assignment)

1/2006 - 8/2008 MML Investors c/o MassMutual Financial Group Springfield, MA **Operation Support Representative**

* Assistant to Brokers and Asset Managers
* Prepared management contracts, new business proposals, and listing/ sales agreements
* Assisted and maintained good rapport with clients in the absence of Asset Managers
* Organized market information, as well as database for mass mailers
* Wrote correspondence for Brokers and Asset Managers to send to clients
* Composed, typed, and organized data
* Created documents and presentations from source material
* Initiated and handled Direct Rollovers and ACAT transfers
* Handled check request, stock and mutual fund transfer

4/2004 – 1/2006 ICER Management Chicopee, MA

**Office Manager**

* Managed and oversaw administrative functions to ensure all paperwork was processed efficiently and in a timely manner
* Implement office policies
* Establish standards and procedures
* Organize office operations and procedures
* Supervise office staff
* Monitor and record long distance phone calls
* Prepare time sheets
* Control correspondences
* Review and approve supply requisitions
* Liaise with other agencies, organizations and groups
* Maintain office equipment

1/2001 – 3/2004 Smith Barney Springfield, MA

**Client Sales Assistant**

* Record and document security transactions, such as purchases, sales, conversions, redemptions, and payments, using computers, accounting ledgers, and certificate records.
* Prepare reports summarizing daily transactions and earnings for individual customer accounts.
* Compute total holdings, dividends, interest, transfer taxes, brokerage fees, and commission and allocate appropriate payments to customers.
* Prepare forms, such as receipts, withdrawal orders, transmittal papers, and transfer confirmations, based on transaction requests from stockholders...
* Correspond with customers and confer with coworkers to answer inquiries, discuss market fluctuations, and resolve account problems.
* Schedule and coordinate transfer and delivery of security certificates between companies, departments, and customers.
* Monitor daily stock prices and compute fluctuations to determine the need for additional collateral to secure loans.
* Verify ownership and transaction information and dividend distribution instructions to ensure conformity with governmental regulations, using stock records and reports.
* File, type, and operate standard office machines

**Education**

Administrative Medical Assistant - Graduated November 2010

HCPCS Training; ICD -9-CM; MEDI-SOFT