**I am looking for employment in the Springfield area or surrounding towns. I have relocated to Palmer, Ma .**

**I am a quick learner and detailed oriented and energetic. Once I find employment I stay at that job.**

**58 Randall St.**

**Palmer, MA 01069**

**978-257-7467**

MMO6760@yahoo.com

**MARGARET M. OVERTON**

|  |  |
| --- | --- |
| **SUMMARY OF SKILLS** | Organized, responsible, quick learner with the ability to work independently as well as part of a team. Strong data entry skills. Detail oriented, able to identify problems, research solutions and make effective decisions. Ability to handle multiple assignments and meet goals and deadlines. Outstanding communication and customer service skills. Knowledge of Microsoft Word and Excel. |
| **PROFESSIONAL**  **EXPERIENCE** | **Manpower on Assignment at** **Millipore** --Jaffrey, NH  ***Manufacturing*** - 09.2010 / 04/2011  . Trained in packing, cutting filter brains for filters in medical equipment  **Cass Information Systems** – Lowell, MA  ***Prep Clerk*** –06.2007 / 06.2009  · Prepare invoices for imaging  · Organize backup documentation according to department standards  · Verify accuracy of all corrections initiated by various departments prior to imaging  · Provided backup support on the IBML Image track II high speed scanner as needed for document image batching  ***Data Entry Operator*** – 11.2006 / 06.2007  · Input data by accurately interpreting source documents from freight carriers, verifying correctness of provided information  · Knowledge of basic transportation industry concepts and terms necessary for proper data entry  · Basic understanding of billing and payment processes  · Ability to understand and process exceptions for specific freight carrier codes outside of the normal Cass procedures |
|  | **Fidelity (formerly Intercept, Inc.)** – Chelmsford, MA  **Data Entry Clerk / Item Processing** – 01.2002 / 11.2006  · Prepare, correct and reconcile all in-clearing, same day settlement, and over- the- counter items presented by several financial institutions.  · Balanced, split, and sort information received from Fleet, and Federal Reserves in preparation for customized data transmission to each individual financial institution.  · Process data transmissions to each individual institution.  · Interact with representatives of the several banks or credit unions regarding daily totals, corrections and any settlement issue resolutions.  · Prioritized workload to meet nightly courier pickup deadlines |
|  | **Snelling Personnel on Assignment at UPS** – Chelmsford, MA  ***Industrial Engineering Clerk*** – 2000 / 2002  · Audited packages by zip code and by customer name  · Uploaded the information obtained into computer system for corporate tracking  · Provided digital pictures of loading conditions of delivery trucks upon arrival  · Data entry of destination zip code information of packages; create graphs using Excel to assist management in routing packages to correct distribution unloading areas |
| **OTHER**  **BUSINESS**  **EXPERIENCE** | **Small Business Owner** – **(Party Place Plus)**  · Marketing, advertising, merchandising, inventory control, customer service  · Bookkeeping duties involved balancing cash register, daily deposits, billing (A/R, A/P), purchasing |