Marie Daigle

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Entry-Level Certified Medical Administrative Assistant

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| Profile | | | | | | |
|  | Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. | | | | |
| Education | | | | | | |
|  | Performance Training Institute — 2010-Present | | | | | |
| Relevant Courses:   * Typing * Keyboarding and Document Formatting * Professional Office Procedures * Medical Terminology * Medical Billing and Coding * Medical Insurance | | | | | |
| Enrico Fermi High School — 1995  Diploma | | | | | |
| Key Skills | | | | | | |
|  | Office Skills: | Type 50+ WPM  Records Management | Front-Desk Reception  Multi-Lined Telephone | | Filing  15+ Yrs of Customer service skills | |
|  | Computer Skills: | MS Word  MS Excel  Windows | MS Outlook | |  | |
| Experience | | | | | | |
|  | Torrid – Manchester, CT | | | Sales Associate Aug 2010-Present | | |
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| * Provide outstanding customer service * Cash Handling * Meet daily sales goals   **New Alliance Bank Teller Aug 2008- March 2010**     * Cash Handling * Meet weekly cross selling goals * Balancing drawer * Balancing ATM * Customer Service * Managing Supply order for the branch   **American Eagle Federal Credit Union Teller Aug 2007-Aug 2008**   * Customer Service * Balancing ATM and Vault * Maintaining Cash Drawer   **Home Depot Reports March 2001-Feb 2008**   * Filing reports * Answering multi-lined phone * Completing reports for store audits * Training associates on the service desk * Attending weekly store meetings * Inspecting special order orders * Contacting vendors on damaged merchandise | | | | | |