**David Keel**   
23F Charles Drive   
Manchester, Connecticut 06040-3664  
Tel.: (860) 432-2336/(860) 268-5633   
Email: d-space@hotmail.com   
  
Objective: Utilize my organizational and analytical skills to   
gain experience in a challenging career field.   
  
Experience:   
  
November 2009 - June 2010 Netflix   
Bloomfield, CT   
Sorter   
Responsibilities include opening and sorting DVD's.   
  
March 2008 - July 2008 Northeast Utilities   
Windsor, CT   
Payment Processor   
Responsibilities included open mail and sorting mail, and data entry.   
  
May 2004 - October 2007 The Hartford   
Bloomfield, CT   
Data Entry Specialist   
Responsibilities included data entry of insurance claims,   
applying worker's compensation, metering, weighing mail, etc.   
  
July 2003 - April 2004 Sears   
West Hartford, CT   
Electronics/Stock   
Responsibilities included stocking and setting electronics.   
  
May 2003 - July 2003 Infinity Insurance   
Windsor, CT   
Mail/File clerk   
Responsibilities included data entry, filing, mail sort and

delivery, and shipping, and purging files.   
  
March 2003 - May 2003 Kelly Services   
Windsor, CT   
Administrative Assistant   
Responsibilities included data entry,   
filing, mail sort and delivery, and customer service.   
  
February 2003 - March 2003 Apria Healthcare   
Cromwell, CT   
Data Entry/File Clerk   
Responsibilities included data entry,   
filing, mail sort and delivery, and customer service.   
  
April 2001 – January 2003 Travelers   
Hartford, CT   
Mail Clerk   
Responsibilities include light typing, customer service,   
sorting and delivery of mail, and data entry.   
  
  
Education: 1995 - 1999 Rocky Hill High School  
Rocky Hill, CT   
  
Volunteer Work: Volunteer at least 5-10   
hours each month on average to teach Religious Education.   
  
Interests: Animals, Reading, Music, Art, Cooking and Religious Studies.   
  
References: Available upon request.