Dear Sir or Madam,

Are you seeking a candidate who has exceptional computer skills, the ability to diligently work well with colleagues, a priority organizer and an independent decision maker? Someone who works well under pressure, and who is highly motivated? Then I invite you to review my resume.  
  
I feel that my skills, experience, and eagerness to learn will prove to be an asset to your organization.  
  
Your thoughtful consideration is greatly appreciated. I look forward from hearing from you soon.  
  
Thank you in advance.  
  
Sincerely,   
  
Sade Manigault

**Sade Manigault**

**63 Pendleton St New Haven, CT 06511**

[**Smanigault93@yahoo.com**](mailto:Smanigault93@yahoo.com) **Mobile (914) 830-2868**

OBJECTIVE

To obtain a responsible position with a growth oriented facility, utilizing acquired skills in administration, management, and training.  
  
PROFESSIONAL EXPERIENCE

Financial Aid Assistant/Branford Hall Institute, Branford, CT 04/11- Present

* Work Study
* Filing
* Assist in daily duties

Front Desk Agent/Server/New Haven Hotel, New Haven, CT 06/10- 01/11

* Guest Service Representative
* Data Entry
* Make Reservations
* Heavy Call Volumes
* Filing

**Customer Service/Cashier**/ Pandinis, West Haven, CT 02/10 - 05/10

- Customer Service Representative

- Monitored customer relations

- Handled food purchases

**Receptionist**/ Optical Archives, Harrison, NY 06/ 06 – 08/09   
- Inputting hospital accounts payable, invoices, patient information, various account numbers  
-Account verification  
-Daily access to clients and documents  
-Updating monthly client reports in Microsoft Access  
-Train new employees  
-Daily clerical duties  
  
**Cashier/Customer Service**/ Taco Bell, New Rochelle, NY 09/ 05 - 06/06  
- Customer Service Representative  
-Handled Front end & Drive thru services  
- Handled food purchases  
- Assisted manager with daily duties  
- Monitored customer relations

VOLUNTEER WORK  
Planned Parenthood Hudson Peconic, Inc. 06/09 – 08/09  
  
EDUCATION  
Monroe College Associates Degree in Medical Administration 2007 - 2009

Branford Hall Institute Health Claims Specialist Program 01/ 11 - Present