**Eweka Pryce**

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**Objective**

To obtain a challenging position with growth opportunity that offers diverse job responsibility

**Abilities**

8 years of customer service

Excellent written and verbal communication, with an eye for detail

Extremely productive in a high volume, high stress, environment

Highly productive in the use of office 2000 professional

Self starter with a can do attitude

Employment History:

***2009 –*** *Present* ***K.P. Bennett Trucking Inc., Springfield, MA***

Office Assistant

Regularly monitors the accuracy, completeness and timeliness of all activities within a lanes

Process incoming checks; create ledger of deposits

Maintain office filling and storage system

Monitor and order office supplies; including vehicle parts for maintenance

General reception duties; field calls from brokers and assist in setting rates for lanes

Supervise all the drivers

***2008 – 2009 P/S Partner Solution (MassMutual Financial Group) Springfield, Ma***

**Operation Support Representative**

Sort and prepare new business applications

Data entry and retrieval

Index imaged applications and operating a scanning device

Perform basic research to assist analysts

**2003 – 2007 MassMutual Financial Group, Springfield, MA**

**Operation Support Representative**

Shipping and Receiving

Mentor and trained co-workers on incoming mail functions

Monitor service activity and prepare service reports

Track and update policy-holders addresses for accurate mail deliveries

Process status reports

Case assignment

**Education**

*High School of Commerce, Springfield, MA*

S.T.C.C, Springfield, MA