# Marsha D. Smith

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# Summary

* Seven years of data entry experience in post office, hospital and insurance companies
* Over ten years of experience in the Healthcare industry
* Highly motivated, pleasant demeanor and courteous
* Excellent computer skills

# Work Experience

**Data Entry/Customer Service**

* Entered patient information for billing purposes
* Maintained and processed changes on insurance policies
* Processed address changes and distributed incoming and outgoing mail
* Assisted customers with merchandise and handled transactions

# Supervisor/Driver/Dispatcher

* Supervised and trained all bus drivers
* Transported students between home to school
* Communicated changes in pick up and drop off to assure safe transportation for children

**Certified Nurse Aide/Home Health Aide**

* Assisted elderly with personal care, eating, bathing and dressing
* Provided emotional support to patients
* Provided and maintained a safe and clean environment

**Work History**

**Supervisor/Driver/Dispatcher**-Trinity Transportation, Newington, CT 2007-2009

**Daycare Provider,** Self Employed- Hartford, CT 2003-2007

**Home Health Aide**- Interim Health Care, Farmington, CT 2000-2003

**Home Health Aide -** VNA OF Manchester, Manchester, CT 1995-1998

**Sales Associate/Cashier** - Caldor’s, Avon, CT 1994-1996

**Clerk** – Bradley’s, Avon, CT 1993-1994

**Data Entry Clerk**, Post Office, Hartford, CT 1989-1990

# Billing Clerk- Hartford Hospital-Hartford CT 1985-1989

# Education

Capitol Community College Hartford, CT

**Certified Nurse’s Aide**

Computer Processing Institute East Hartford, CT

# Certificate Data Entry