Dina M. Signorile

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| **Objective** | **To obtain a challenging position that will help utilize my skills.** | | |
| **Skills** | * **Excellent Organizational Skills** * **Strong Customer Relations Skills** * **Computer Proficiency** * **Data Entry** * **Multi-tasks** | * **Knowledge of CMS tracker systems** * **Word Processing and Typing** * **10-Key Calculator** * **Filing** * **Environmentally adaptable** | |
|  | * **Computer: Lotus 1-2-3, WordPerfect 5.1, MS Word, MS Excel, MS Outlook, Indexing, Scanning** | | |
| **Experience** | **Secretary/Intern**  Massachusetts Commission Against Discrimination, Springfield, MA  *Handled all filing, indexing, and scanning. Entered data for reports and production of letters. Scheduled appointments for investigators, and administrators. Answered the telephone and represented the company in a professional and businesslike manner*. | | 10/10-11/10 |
|  | **Waitress/Cook**  Richie G’s, Bronx, New York  Prepared and distributed food for deliveries and for customers within the eatery | | 6/08-7/09 |
|  | **Receptionist/Temporary**  Carmela Printing, Bronx, New York  Answered phones; Customer Assistance; Faxed and copied | | 12/06-2/07 |
|  | **Sales Clerk**  Williamsbridge Discount, Bronx, New York  Stocked Merchandise; Answered phones; and Customer Assistance | | 10/02-4/05 |
|  | **Secretary/Seasonal-Temporary**  Dynamic Appliances, Bronx, New York  Answered phones, Filed, and Set Appointments | | 5/02-8/02 |
|  | **Sales Clerk**  Ralph's Food Mart, Bronx, New York  Answered phones; Stocked Merchandise; and Customer Ser vice | | 3/01-2/02 |
| **Education** | **Medical Office Professional**  Massachusetts Career Development Institute, Springfield, MA  MS Word, MS Excel, MS Access, MS Outlook, Windows 7 Typing 45-55wpm, Medical Terminology and Medical Billing | | 03/10-02/11 |
|  | **Diploma**  Harry S. Truman High School, Bronx, New York  English and Computer Applications  WordPerfect 5.0, Typing 23-32wpm, English, Creative Writing | | 1993-1997 |