**Objective**: To provide an area organization with a seasoned, creative and reliable administrator.

Professional Experience:

**Southington Savings Bank (SSB)**: May 1979-Nov 2002

* Teller: 1979-1981
  + Performed banking transactions for commercial and non-commercial customers
  + Accurately balanced cash drawer daily and maintained appropriate records
* Accounting Clerk: 1981-1998
  + Responsible for balancing $500 Million in deposits and $250 million in loans
  + Reconciled all deposit, loan and ATM suspense accounts daily and posted corrections
  + Actively participated in daily cash management of primary correspondent bank acct. and federal funds investment
  + Routinely employed logic and problem solving skills to correct discrepancies or errors
  + Performed wire transfers on request
  + Regularly maintained a variety of records and fiche in the accounting area
  + Opened and closed the computer system daily, including backup procedures
* Wire Transfer Specialist: 1998-2002
  + Successfully complete all foreign and domestic wire transfers on behalf of SSB and its customers in a timely manner
  + Regularly and accurately reconcile all accounts and ledgers
  + Project daily cash position with Financial Analyst ensuring bank cash flow to fund wire transfer activity, loan activity, deposit withdrawals, investment activity and adequate Federal Reserve balances to support services and reserve requirements
  + Utilize excellent oral and written communication skills with customers, co-workers and all related organizations
  + Efficiently maintain records as well as generate and distribute reports

**Healthcare IQ**: 2004-2009

* Supervisor
  + Responsible for the verification of the accuracy and timeliness of other employees
  + Work directly with the IT department to help resolve internal system issues as needed
  + Regular contacts with clients concerning problems with customer payments and issues
* Data Entry Specialist
  + Data entry of eob’s into HCIQ internal system for numerous clients
  + Maintain records for clients
  + The direct posting of payments to customer accounts