# INDYA EADY 82 N Elm St.Manchester, CT.06042

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## OBJECTIVE

I want to obtain employment that will give me the opportunity to grow with the company, utilize my skills, and further my knowledge and education.

## EDUCATION

**ManchesterCommunity College**Manchester, CT.

Business Management

**South Windsor High**, 2000-2004 G.P.A. 3.5 South Windsor, CT.

Activities: Future Business Leaders of America, Track & Field, Basketball

## PROFESSIONALEXPERIENCE

**Stay Home Mom**  06/2009-Present ‘

**Suburban Home Medical** West Hartford, CT

***Home Care Consultant*** 5/29/06-1/03/08

* Answering busy phone lines
* Greeting customers
* Place orders for medical supplies
* Type physician orders for doctors to prescribe or refill medicine
* Verify benefits and insurance eligibility of customers with insurance companies
* Helping customers pick out and learn how to use purchased equipment
* Fitting customers for compression stockings
* Filing
* Setting up appointments

### Vinny T’s of BostonManchester, CT.

#### Store Manager / Hostess 8/04/04-5/29/06

* Greet and seat customers
* Scheduling
* Organizing staff meetings
* Check safe balance and cash drawers
* Daily bank deposits of restaurants money

**Computer Skills:** Proficient in Word, Excel, PowerPoint, Outlook, Windows, and Office 2000

*References Available Upon Request*