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|  | Andrea bass  74 Green Valley Dr. Enfield CT, 06082  Phone: 860-265-2967  E-mail: abfkaab@gmail.com |

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|  | Objectives  To obtain a position in a fast pace atmosphere where I can use my personable customer service skills.    Experience  Customer Service Associate  (March, 2009-December 11,2009)  Pitney Bowes@Mass Mutual, Springfield, MA   * Prepare paper files to be scanned and converted into digital images * Pulled misfiles * Made photo covers   **Shuttle Driver**  **(Febuary, 2006 – August, 2008)**  **Roncari Valet Express, Windsor Locks, CT**   * I would pick the passengers up at their vehicles * Bring them to and from the airport * Load and unload their luggage * Keep up with the bus (clean it, check oil ect…)   **School Bus Driver**  **(June, 2004 – September, 2005)**  **Smyth Bus Co., Enfield, CT**   * Drove children to and from school * Cleaned the bus * Made sure everything was properly working on the bus * Made sure children were safe   **Child Care Provider**  **(March, 2000 – May, 2004)**  **Kids Care Day Care , Enfield, CT**   * Read and played with the children * Laid them down for naps * Fed and changed the children   **Claims Advisor**  (September,1999 – March, 2000)  Murdock claims, Windsor Locks, CT   * Assisted customers with accident claims over the phone * Entered accident claims into computer * Sorted papers into files   **EDUCATION**  High School  September, 1992 – June, 1997  Enrico Fermi, Enfield, CT  **SKILLS**   |  |  | | --- | --- | | * Driving * Have strong computer skills * Have strong people skills * Strong customer service skills   **References**  **Sarah Badger (860-698-6004) Warehouse**  **Kate Gunter (860-270-9175) Eye Technician** |  | |  |  | |  |  | |
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