20 Holbrook Terrace, Wethersfield, CT 06109

Phone: 860-833-9888 E-mail: tmasimon74@aol.com

**TANYA M. SIMON**

PROFESSIONAL EXPERIENCE

**Right at Home**, Wethersfield, CT 2006-present

*Caregiver*

* Assist client with various duties such as transportation, grocery shopping, doctor’s appointments, medication reminders, preparation of meals, cleaning, etc.

**Copytex, Inc.**, Windsor, CT 2000-2004

*Leasing Administrator*

* Maintained communication between customer, sales team, and leasing companies.
* Assisted customers with invoice discrepancies, trade up, and buy out information

on current leased equipment.

* Ran daily cash audit, month end, and sales tax reports for the preparation of Monthly

Small Business Taxes.

* Assisted Accounts Receivable.

**Bernard Haldane & Associates, Inc.**, Hartford, CT 1999-2000

*Administrative Assistant*

* Answered phones, greeted clients, typed resumes, intake client appointments and cancellations.
* Scheduled appointments for Vice President, Career Advisors, and Counselors.

**Saint Mary Home**, West Hartford, CT 1998-2001

*Receptionist*

* General front desk office duties.
* Signed residents and visitors in and out of the facility.
* Responded to security door alarms through internal emergency procedures.
* Supported various departments administratively including Recreation, Nursing Staff,

and Rehabilitation.

EDUCATION

**Branford Hall Career Institute**, Windsor, CT 2005-2006

*900 Hour Massage Therapy Program: Diploma*

* Seated Massage, Swedish Massage, Trigger Point Therapy, and Shiatsu.
* 120 Hour Massage Therapy Internship-hands on massages, reception, volunteer work,

and marketing.

**University of Massachusetts at Amherst**, Amherst, MA 1992-1995

*Major: Sociology*

VOLUNTEER EXPERIENCE

**Pine Assisted Living Community**, Cromwell, CT 2005

*Volunteer: Seated Massage*

**Buckland Hills Mall**, Manchester, CT 2005

*Volunteer, Seated Massage*

*References Available Upon Request*