**Valerie Del Signore**

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**HIGHLIGHTS OF QUALIFICATIONS**

**\*Utilization of oral and written communication skills**

**\*Problem identification and resolution**

**\*Verification of insurance**

**\*Knowledge of Windows and Excel**

**\*Proficiency in interpersonal relationships**

**\*Punctuality, reliability and willingness to learn**

**EMPLOYMENT HISTORY**

**MIRACLE-EAR HEARING CENTER, PRESCOTT, AZ 07/2006 – 08/2007**

**Receptionist/Office Assistant**

**\*Greeted and assisted clients**

**\*Answered phone in timely fashion**

**\*Scheduled client appointments**

**\*Processed daily and monthly reports**

**\*Ordered office supplies**

**SENTRY HOME HEALTH, SHOW LOW, AZ 11/2004 – 03/2005**

**Front Desk Customer Service**

**\*Assisted patients with Oxygen and DME supplies**

**\*Phone communication with patients and doctor’s offices**

**\*Organization of billing packets**

**\*Met required time standards**

**INVACARE SUPPLY GROUP, HOLLISTON, MA 10/1990 – 10/2003**

**Customer Service Representative**

**\*Processed customer orders for DME companies and pharmacies**

**\*Frequent communication with other company departments**

**\*Contacting vendors for product information**

**\*Demonstrated knowledge by interaction**

**EDUCATION**

**Bay Path Jr. College, Longmeadow, MA Early Childhood Education**

**Randolph High School, Randolph, MA Business Course**