**Raeniece Mankins**

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**OBJECTIVE** To obtain a position that will enable me to use strong organizational skills, educational background, and ability to work well with people.

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| **PROFESSIONAL EXPERIENCE** | **Sears,** West Hartford, CT  Customer Service Associate, September 2010 – December 2010   * All cash transactions including cash and credit * Reconciling all cash drawers including deposits * Assisting customers with courtesy and kindness * Allowing customers to open credit accounts * Keeping cash wrap clean and neat | |
|  | **Charter Communications**, Enfield, CT  Customer Service Representative, April, 2007– February 2010   * Answering telephones with courtesy and kindness, transferring calls * Providing excellent customer service * Assisting customers in filing insurance claims | |
|  | **Hartford Hospital**, Hartford, CT  Dietary Aide, May 2007 – September 2007   * Preparation and delivery of food items to patients * Follow dietary restrictions for individual trays (i.e. Diabetics, Dysphasia, Restricted diets, Puree, etc.) * Data input | |
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| **EDUCATION** | **Branford Hall Career Institute**, Hartford, CT  Major: Paralegal Studies, Graduation Date: July 22, 2011   * Efficient in legal writing * Efficient in legal research * Ability to work in a professional environment | |
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| **ADDITIONAL SKILLS** | * Microsoft Office | |

**REFERENCES** References available upon request