Adam Boudreault

180 Elm Street, Enfield, CT 06082, Home 860-741-6921, Cell 860-690-9918

**Objective** -To secure a challenging position in Customer Service Field that will allow me to contribute my skills and enthusiasm to the team.

**Summary**

Proficient with MS Office, Windows 2000/XP/7, and the Internet.

**Work experience**

12/2007 - 06/2011 Aetna Insurance Hartford, Ct

**Customer Service Representative**

Responsible for taking phone calls from customers relating to their health insurance, assisting customers in making knowledgeable and informed decisions on their health benefits, and returning phone calls to customer inquiries.

10/2002 - 11/2007 Target Dept. Store Enfield, CT

**Electronics/Cashier/Sales Floor Team Member**

Responsible for maintaining the Electronics department, assisting customers in selecting their purchases, monitoring inventory, and stocking shelves.

Additional duties include providing support for the Customer Service department, Front End registers and Food Services.

8/2000 - 10/2002 Ames Department Store Enfield, CT

**Electronics/Cashier**

Primarily responsible for maintaining the Electronics department. Assisting customers in selecting their purchases, monitoring inventory, and stocking shelves. Additional duties include providing support for the Customer service department and front end registers.

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**Education**

9/2002-6/2005 - Asnuntuck Community College, Enfield, CT.

- Associates Degree in Communications and Broadcasting

**Major Courses Taken Included**:

Introduction to Business

American Popular Culture

Journalism

Mass Communications

Speech Writing for the Media

Statistics

Intro to Psychology

2002 - Enrico Fermi High School, Enfield, CT. – Diploma

Hobbies – Sports, music, video games, and reading.

References available upon request