**Danielle Cappello**

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**101 Joseph Circle**

**Higganum, CT 06441**

**(860) 301-8312**

**Education**

Albertus Magnus College, New Haven, CT

Bachelor of Science Degree in Business Management, December 2003

Dean’s List 2002, 2003

**Extra-curricular Activities**

Albertus Magnus College Basketball Team

Student Orientation Counselor (SOC)

Albertus Magnus Tour Guide

Albertus Magnus Business Club

**Computer Skills**

Microsoft Word, Excel, PowerPoint, Delphi, Opera, POS, Office Mate

**Work Experience**

**Clinton Eye Associates, Clinton, CT**

Office Manager, February 2010 to Present

■Schedule all new and established exams/consultations, greet patients, confirm appointments, answer phones

■Create fee slips with product names, ICD-9 codes and insurance information for patient payments and insurance submission

■Receive and apply payments from patients and insurance companies

■Verify patient insurance benefits and eligibility daily

■Prepare examination rooms

■Coordinate and execute yearly recall system to ensure continued visits.

**Inn at Middletown, Middletown, CT**

Event/Sales Coordinator, March 2008 to April 2009

■ Detail corporate meetings and social events for Director of Sales and Sales Managers.

■ Work closely with clients and all departments to communicate all event changes.

■ Give site tours of meeting space and overnight rooms to prospective clients.

■ Attend all manager and weekly event meetings to record minutes and communicate event details to all departments.

■ Door to door and telemarketing to statewide corporations to solicit new business during sales blitzes.

**Team Connecticut AAU, CT**

Event Coordinator, 2005-2007

■Coordinate playing schedules for weekend basketball games for teams from surrounding cities/states.

■ Locate venues, vendors and referees for each tournament.

■ Plan team travel arrangements and locate area hotels.

■Communicate all details efficiently with director and coaches.

**Richters, New Haven, CT**

Restaurant Manager, September 2002 to September 2008

■Take on all waitress, bartender and hostess responsibilities in busy, fast-paced restaurant.

■Create weekly menus with the executive chef.

■Inventory and weekly bar/restaurant ordering.

■Opening, closing and settlement responsibilities.

**John Hancock Financial, Rocky Hill, CT**

Administrative Support**,** January 2005 to October 2005

Log transactions for variable products, mutual funds and annuities.

Search policy information for agents, brokers and policy holders.

Assign new and orphaned policies to appropriate agents.

Answer customers’ extensive policy questions.

**Volunteer Experience**

Connecticut Valley Basketball, Fall League

Build communication between teammates and coaches.

Create an environment which enables players to build their confidence levels.

Help to teach new skills and techniques while improving their existing skills.

Teach and practice drills and learn to execute offensive and defensive plays.

Little Dribblers Basketball Camp

Teach young players fundamental basketball techniques.

Practice team activities so they can begin to respond and re-act to their teammates.

Build self-esteem through constant development to different skill levels.

Construct a curriculum in accordance to their ages and skill levels.

Children’s Toy and Clothing Drive, December 2003

Team Leader.

Plan and develop bake sale to raise funds.

Organize distribution of toys fairly to each child.

Drop-off prepared gift packages to families.

Make a Wish Foundation, Orlando, FL

Welcomed and guided tours through the community.

Served, delivered and cleared meals throughout the duration of the day.

American Cancer Society: Making Strides Against Breast Cancer Walk

October, 2004

October, 2005

October, 2006