# Frank Olmsted Cell: 914-413-2223

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**Danbury, CT 06810**

**EXPERIENCE:**

**2021 – Present Digitech Computer Inc Chappaqua, NY**

***Support Center Specialist***

Responsibilities include:

* Scanning in large amounts of correspondence from numerous clients
* Printing, sorting, and mailing EMS bills, appeals, and patient letters to various clients, insurance companies, and patients, requiring a high degree of attention to detail as to properly maintain HIPAA regulations
* General office regulatory tasks including shredding, mailroom inventory management, etc.

**2013 - 2019 Barnes & Noble Booksellers White Plains, NY**

***Bookseller & Receiver***

Responsibilities included:

* Trained and performed a majority of positions within the store, including cashier, shipping and receiving, customer service desk, promotional displays, etc.
* Responsible for preparing the music department for monthly promotions which consisted of transitioning signage, displays, and returning product, requiring a high degree of attention to detail and independent decision making
* Provided strong customer service in a fast paced, high-pressure environment
* Responsible for the daily shipping and receiving activities, consisting of auditing and coordinating all incoming and outgoing shipments, and ensuring accurate product count in the store database
* Received Employee of the Month recognition for the month of April, 2015, for going above and beyond department expectations

**2014 – 2016 Story Teller & Musician for children’s parties Westchester, NY**

**2010 - 2013 The Great Atlantic & Pacific Tea Company (A&P) Thornwood, NY**

***Cashier & Grocery Store Clerk***

Responsibilities included:

* Completing customer transactions and process all payment methods.
* Assist customers and maintain a tidy store environment, stock store shelves and set up store displays

**Summer of 2009 Boys & Girls Club of America Mount Kisco, NY**

A national organization of local chapters which provide after-school and day camp programs for young people.

***Counselor-in-training***

Responsibilities included:

* Assist the Day Camp Counselors in preparation and planning of programs, including games, crafts, out-trips and evaluations.
* Assist in the supervision and safety of all participants involved in the program.
* To be actively involved in all aspects of program implementation.
* To provide appropriate leadership and positive role modeling at all times to program participants.
* To assist in maintenance of facility and equipment.

**EDUCATION: Binghamton University, Binghamton, NY**

* Bachelor of Arts
* Major: Asian and Asian American Studies 2021 Graduate