Sonni Lee

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Cedar Hill, Tx 75104

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OBJECTIVE

To Utilize my knowledge and skills with a company i can advance in and have a career with.

WORK EXPERIENCE:

Document Custody Processor

October 2017 - January 2018

BNY Mellon

Finance/Vault

Filing mortgage loans

Processing mortgage loans

Sorting mortgage loans

Team Lead of Distribution Support

May 2003 - July 2014

ProPath Laboratory | Dallas, TX

Healthcare Services

Processing, filling & shipping of client supply orders. Preparing physician reports. General office, answering phones, sending emails, replying to emails, order supplies, shipping orders, printing paperwork, faxing documents, copying, filing, customer service, basic knowledge of word,excel, outlook & database. Pay attn to detail, sorting/distributing Mail, Document processor/Scanner, data entry & Receiver of UPS/FedEx - light packages.

Medical Records

March 2000 - January 2001

Blue Cross Blue Shield | Richardson, TX

Medical Insurance

Processing medical records

Filing medical records

Faxing medical information

EDUCATION

Certification,

2/1994 - 10/1994

Interactive Learning Systems | Dallas, TX

Microsoft excel, Microsoft word and computer programming

High School Diploma

9/1989 - 5/1991

Skyline High School / Dallas, TX

SKILLS

Document Processor/Scanner

Basic microsoft word, excel & outlook

Faxing

Copying

10 Key & Typing

General Office

Alpha & numeric filing

Data Entry