**Janet Darden**

3716 Olney Court

Dallas, Texas 75241

**Mobile: 214) 270-4171**

**Email: janet\_darden@yahoo.com**

**Objective**

To gain employment with a company that offers career development and advancement opportunities.

**Qualifications / Skills**

* Well organized
* Multiple tasks
* Detail oriented
* Data Entry and Data Entry Operator
* Filing and Processing Client Information
* 10-Key
* Microsoft (Word, Excel, and Power Point)
* Types 45 wpm
* Customer Service
* Multiple – Lines Phone
* Medical Insurance
* Medical Billing and dx Codes
* D/E Patient Demographics
* Mail -in deposit for Consumer and Commercial Customer
* Financial Secretary
* Money Handling
* Cashier (Reception, Cash, Credit Card, and check transactions)

**Professional Experience**

**Dallas Independent School District –** Dallas, December 2009 – Present

Cashier / FSA

**-** A cashier for a school ringing up students, staff employee and parent.

- Adding money to their account for staff employee and students.

- Also, keeping my area clean and organized, washing dishes and clean.

- Prep food daily, setting my line up to daily.

**Faith Memorial Church / Kingdom War Church** – Dallas, October 2002 – February 2016

Financial Secretary

- My duties are to receive, record and deposit all funds taken into the church treasury and forward information to the church treasurer for use in support of the mission and ministry of the congregation.

- My responsibilities give each individual charitable gift report summaries of all donations received during a calendar year.

- Report regularly to the trustee board and report congregation at annual meeting regarding total funds received for the year.

- Also, maintain confidentially of all financial information pertaining to receiving, recording and depositing of funds.

**Diverse Staff Temp.** – Dallas, August 2009 – December 2009

Cashier / FSA

* Responsible for serving and cashier for students, staff employee and guest.

**Bank of America** – Dallas, May 2001 – July 2008

Operation Representative (Lockbox)

* My duties to operations representatives handle bank correspondence and even maintain existing accounting.
* Handle mail for consumer and commercial customers.
* Banking checks and take appropriate action whether it be cash in the mail to scan each document through the machine to deposit their money into the company accounts.
* Maintain internal operational and financial controls to ensure that they meet bank standards.
* Processes mail-in deposits for consumer and commercial customer.

**Education Graduate: Ferris High School, Ferris, Texas 75125**