

Jeanny Deller

Administrative Assistant/Clerk

Dorchester, MA 02124

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(978) 885-5176

To obtain a sterile processing technician position in a healthcare unit or facility where my organizational skills, education, background, attention to details and accuracy will be used to enhance the organization's sterilization process.

EXPERIENCE:

Work Experience

Administrative Assistant/Clerk

Costa Food Produce - Boston, MA

June 2015 to February 2019

Took customer's documentation to determine items required

- Processed orders and sorted merchandise
- Assembled custom orders and printed out invoices
- Processed return materials authorization

Administrative Assistant

ABCD - Boston, MA

October 2014 to May 2015

Answered multi-line telephone, took messages and directed calls

- Logged all incoming faxes, mail and emails and distributed accordingly
- Met and greeted clients and scheduled clients and staff meeting

Rental Sales Agent

Thrifty Car Rental

October 2012 to August 2014

Greeted customers and provided maps and directions

- Prepared rental agreement and explained the details to the customers
- Processed and handled telephone inquiries and orders
- Completed daily lists and reports to superiors

Administrative Assistant

Keke Financial Services

May 2009 to August 2012

Answered multi-line telephone, took messages and transferred calls

- Processed mails, emails and distributed accordingly
- Met and greeted clients, scheduled staff and client meetings

Education

certificate in Central Processing

Boston Career Institute - Brookline, MA

January 2019 to July 2019

Bachelor of Science in Business Management in Business Management

University of Massachusetts Boston - Boston, MA

June 2007

Skills

- Microsoft office
- Receptionist
- Scheduling
- Outlook
- Microsoft Excel
- Customer Service

Additional Information

SKILLS:

Microsoft Office Suite Proficient, Internet Proficient, and Power Point. Language Fluency in English, French and Haitian Creole.