

Nicholas Morreale
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Summary:

- Provided administrative and executive support for organizations and generated monthly report for upper management, created spreadsheets that improved inventory management and reporting accuracy, data entry, retrieving taxpayer records for auditor review, filing records.
- Flexibility and patience demonstrated to meet demanding deadlines with the willingness to learn complex tasks.
- Detail-oriented and organized administrative data entry extensively trained in Microsoft office, like spreadsheets and word processing software's to deliver exceptional and consistent results.
- Experienced of multitasking skills.
- Highly effective at handling confidential information and identifying system improvements with ease.

Skills:

- Windows/Mac OS systems/Internet/Microsoft Office Suite
- E-mail/Fax/Telephones
- Programming/Typing/Filling Orders/Data Entry/Audit Support
- Call Center Support/Sales/Banking & Finance Support/Mortgage Support
- Team & Project Management/Account Support
- Administrative Support/Assistance

BlueCross BlueShield of WNY

January 2017 – December 2018

Member Service Representative/ Admin Support

- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Performing clerical and administrative duties in an office setting.

- Inventory and ordering materials, supplies, and services.
- Call center support and claims processing and review.
- Authorizations approvals, denials, and reviews.
- Pharmacy support and benefit coordination.

Fidelis Care

January 2016 – January 2017

Provider/Claims Representative/ Admin Support

- Inventory and ordering materials, supplies, and services.
- Enter all data entry into the database for inventory purposes.
- Database support and claims processing
- Authorizations approvals, denials, and reviews.
- Call center and customer service support.

First Niagara Bank

Sr. Customer Service Representative/Senior Assistant

June 2013 - October 2015

- Database and data entry support.
- Inventory and ordering materials, supplies, and services.
- Call center and customer service support.
- Claims support and processing.
- Senior Assistant to executives and supervisors.

EB Games/GameStop

Store Manager

June 2005 – July 2011

- Taking and placing orders.
- Register countdown with balance management, ledger management, shipping & receiving.
- Shift Management, inventory control and documentation.
- Driving numbers, sales, and maintaining and boosting team morale.
- Training, coaching, and hiring associates.