**RONALD BARTHELETTE JR**

48 Laramee St. Chicopee, MA 01020

413 315-8840 [rjbart04@aol.com](mailto:rjbart04@aol.com)

**PROFILE**

Excellent communication skills, data entry and filing skills, research and records management skills. Honest, hardworking, and disciplined customer service specialist with a proven ability to multitask, organize, and execute detail oriented assignments. I am pursuing a career in IT and looking forward to growing and learning new skills.

**SKILLS**

* Project manager
* Customer service
* Liberty Consignment POS System
* Microsoft Office Word, Excel, Outlook
* Business Mathematics

**EXPERIENCE**

Vanguard Consignment and Moving Services, Inc. 2000-2016

**Manager**

* Managed multiple employees performing furniture pickups and deliveries
* Coordinated a team establishing a profitable and successful retail business from the ground up
* Organized, tracked, and managed warehouse inventory

**Driver**

* Responsible for the maintenance and appearance of the company truck
* Worked with consignors filling out contracts, explained the process and collected handling fees
* Coordinated deliveries and pickups of inventory with customers
* Responsible for loading the truck and ensuring the safety of the load

**Inventory Management**

* Operated the Liberty Consignment POS System to enter inventory, post sales, prepare customer payouts and apply data entry of individual customer contracts
* Created an improved filing system for the company and saved a lot of wasted time over the old system
* Data Entry, 50WPM

Externship New England Orthopedics, Springfield, MA 12/2013-2/2013

**Medical Biller**

Insurance Billing

Customer Service

**EDUCATION**

Tech Foundry, Springfield, MA 2017

Certificate: Health Claims Specialist, Branford Hall Institute, Springfield, MA 2013

A.S. Business Administration, Holyoke Community College, Holyoke, MA 2010