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**Ricardo Bory**

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**OBJECTIVE:** To secure a position within the customer service, records

environment providing an opportunity to fully utilize my

skills toward personal growth and career advancement.

**EDUCATION:**1/92- 6/94 UNION COLLEGE, CRANFORD, NEW JERSEY

Course of study: Language, Mathematics and Liberal Arts earned (60 credits).

9/85- 6/87 KEAN COLLEGE, UNION, NEW JERSEY

Science and Liberal Arts, earned (46 credits).

9/81- 6/85 MEMORIAL H.S., WEST NEW YORK, NEW JERSEY

Studied Mathematics, Science and English Literature.

**EMPLOYMENT:**

**4/09-10/12 Healthport,** Hackensack Hospital, Hackensack ,NJ

Medical records rep, Medical scanning, customer service rep Medical terminology ,Inpatient and Outpatient Scanning

**11/07-12/08 D.T.I.** , Newark, New Jersey

Customer Service Rep., Medical Scanning Light data entry , Office Clerical, Medical Terminology,Insurance record scanning

**12/06-05/07 M.C.S. GROUP** , Newark, New Jersey .Customer service rep. Medical Records Light data entry, office clerical. Medical Terminology

**6/04- 12/06 Adecco Agency,** Hackensack, New Jersey .Customer Service Rep. Light Industrial

**SKILLS**: Fluent in Spanish Microsoft Office type 45 wpm MIL-168A & 454-5

**REFERENCES**: Available upon request