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Profile

Professional, enthusiastic team player offering 15 years experience encompassing Customer Service and Administrative skills. Motivated self starter with a reputation for being proficient, organized and hard working. Willing and able to work independently or in a collaborative environment with all levels of professionals.

Competencies

- Outstanding verbal and written communication skills
- Proficient in accounting, insurance processing, record keeping & data entry
- Multitask with confidence & capability
- Proven team player with strong work ethic
- Extremely detail oriented & organized
- Work quickly & efficiently in a fast paced environment
- Problem solver adept in formulating effective solutions
- Computer knowledge: Word, Excel, QuickBooks, Publisher and Internet

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