

Linda M Carson
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Job Title: Data Entry or Administrative Assistant

To Whom It May Concern:

This letter is written with the intention of communicating my interest in finding employment with a compatible workplace and bringing attention to the skills and abilities I offer as an employee. When you go through my resume you will see that I have handled different roles in businesses within my career experience, including customer service and administrative positions. I am a quick learner, an effective communicator, and have excellent administrative skills. I possess a strong ability to easily create lasting, positive relationships with co-workers and clients.

As a member of a team at your firm I can offer:

- Reliability, efficiency, accuracy in my work performance.
- Familiarity with computer software applications and general office procedures.
- Honesty, maturity, and ability to look at challenges as opportunities.
- Self motivation and persistence.
- An ability to contribute as a team member.

PERSONAL WORK TRAITS:

- Independent and self-motivated, requiring minimal supervision
- Excellent interpersonal communications
- Ability to prioritize and remain focused on the essence of an issue
- Excellent with customer support services
- Skilled at learning new concepts quickly
- Work well under pressure

EXPERIENCE:

3/09-11/09 SC-Department of Revenue Columbia, SC
Data Entry Associate (Temporary Assignment)

- Entered current year state income tax returns into the system
- Entered back years and amended returns
- Entered sales tax documents

9/06-12/08 The South Financial Group Lexington, SC
Wire Transfer Associate

- Worked all wires-incoming and outgoing in various queues to be sure they were sent correctly.

- Supported Branches in keying and sending wires correctly.
- Verified all wires over set amount with customers and banking officers.
- Maintained various data bases used to research wire transfers.

2/06-9/06 Medical Services of America Lexington, SC

Claims Specialist " QA Department (Temporary Assignment)

- Setups-verified benefits for Medical Insurance for patients receiving durable medical equipment.
- Aging-worked accounts to rectify problems with claims not paid.

10/05-12-05 The South Financial Group Lexington, SC

Data Entry-Imaging Department (Temporary Assignment)

- Indexed a variety of documents ranging from cash letters through loan papers.
- Prepared documents for scanning in the Imaging department.

9/91-1/05 Bartell Drug Company Kirkland, WA

Store Level Bookkeeper

- Processed daily cash receipts, store reports, vouchered and logged store invoices, and other office-related work.
- Purchased Over-the-Counter products for over 3000 skus and made sure there was an appropriate quantity of inventory on hand.
- Merchandised new products and implemented company plannograms for placement of product. Troubleshoot and rectified problems to allow the plannograms to work in our store.
- Cashiered and handled the receiving duties when needed.
- Customer Service was a large part of my floor work as helping customers was a high priority for our chain.

SKILLS

- Word, Excel, Outlook, and various programs suited to my different positions
- Proficiency in ten-key and alpha-numeric entry.

EDUCATION:

BA-Mathematics/Business Minor Whittier College Whittier, CA