

# Meghan Hanson

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## Objective

A focused and career-minded individual seeking new challenges and looking for a long term position to utilize experience and benefit a company.

## Experience

**Charlie's of Rochester Pizzeria** Rochester, NH 03867 **07/2010 - 04/2013**  
*Cashier* 07/2010 - 11/2011  
*Front End Manager* 11/2011 - 04/2013

- Trained new employees and assisted in scheduling
- Managed a high volume of phone calls in a timely fashion
- Acquired and coordinated all orders, transactions, deliveries and complaints
- Maintained a balanced register at all times

**Benuck & Rainey, Inc.** Barrington, NH 03825 **04/2013 - 10/2014**  
*Receptionist* 04/2013 - 06/2013  
*Customer Service Representative* 06/2013 - 03/2014  
*Legal Liaison* 03/2014 - 10/2014

### Conducted varied administrative duties that include, but are not limited to:

- Data entry, auditing, client requests, accounting, lawsuits, disputes, bankruptcies, proof of claims, etc.
- Answered and screened a multi-line phone system and directed each call to the appropriate destination
- Provided clerical and legal support to various managers and departments daily.
- Assisted in training for all clerical positions
- Served as the main contact for clients as I was able to establish and maintain effective relationships
- Prepared custom month end reports in a timely fashion to satisfy each client's individual needs
- Worked with clients and attorneys across the country throughout the entire legal process

### Additional skills include:

- Skip tracing
- Proficient in Microsoft Word, Excel and Outlook
- Knowledge of office equipment including copier, fax, computers, multi-line phone system and mailing meters

## Education

**Spaulding High School** Rochester, NH 03867 **09/2008 - 06/2012**  
*High School Diploma*

- Active member of the Outing Club
- Awarded 'Rookie of the Year' for the Girls Varsity Soccer team
- Received a scholarship from Guidance
- Awarded 'Most Valuable Debater' in Current Issues

**Granite State College** Rochester, NH 03867 **09/2012 - 01/2013**  
*Earned 7 credits toward a Bachelor's Degree in Undeclared*