

Jane Ann Bramblett
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(573)795-6267 or (573)221-6380

SUMMARY of QUALIFICATIONS and SKILLS:

Prioritizing the work load to fit both business and customer needs. I am able to work with deadlines. I have the ability to manage filing systems, keep records within Windows Programs and Excel Records, accurate checks and balances, accounts payable and receivable, create routine reports and correspondence, personnel records, payroll, employee interviews and coaching, prioritize and organize multiple tasks. I have good interpersonal skills. I am able to work as part of a team or independently. I have excellent communication skills. I work with a positive and professional attitude.

WORK EXPERIENCE:

Swiss Colony

Trainer and Customer Service Supervisor

November 2011 to Present

Phone Orders/Data Entry	Customer Service Supervisor
Polite/Professional Mannerism	Order Adjustments
Trainer	Helpline

General Mills

Quality Control

July 2009 to November 2011

Production/Labor	Product Inspection
Quality/USDA Checks	Machine Maintenance/Operation
Hazmat Trainer	Safety Representative

Blue Cross Blue Shield

Claims Processor

May 2007 to July 2009

Data entry	Claims Processing Private/Medicare
Matrix/Benefits Research	Multiple State Trained

Commerce Bank

Bank Teller

October 2005 to May 2007

Deposits/Withdrawals	Money Transfers
Federal Bank Pick/Drop	Business Deposits
Accurate Drawer Checks/Balance	Administrative Assistant

EDUCATION:

Hannibal Sr High
GED received October of 1990
Medical Assistant/Terminology Certificate 1995

CERTIFICATES/AWARDS:

Hazmat Trained	Safety & CPR	Team Leadership
Perfect Attendance	Customer Service Appreciation	Recognition of Service

