Sheena Abeyta

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*My objective is to contribute as much as I can to this company, and to work hard to go far in my career.

Qualifications

-12 years Data Entry

-Microsoft Office

-Approximately 60 words per minute

-Excellent Customer service skills

-10 key by touch

Education

*Skyview High School

From: 2001-2003

*High School Diploma

Work History

*United States Post Office

>From: November 2017-Press

Duties: Address management tech

-Update AMS database

-Go through department mail

-Go to different mail stations to update carrier edit books.

>From: November 2015-November 2017

Duties: Computer Forwarding Clerk

- Enter change of address in computer for residence of Colorado

-Sort mail

-Make copies

-Enter Data

>From: March 2015-November 2015

Duties: Lead Computer Forwarding Clerk

-Fill in for supervisor when away

-Make schedule for employees

-Count remaining mail on facility floor

-Add employees hours for the day

-Fix and sort problem mail

-Perform meetings (safety & misc)

-Job QC's on employees

-Train employees

-Fix clock rings

>From: April 2012- March 2015

Duties: Computer Forwarding Clerk

- Enter change of address in computer for residence of Colorado

-Sort mail

-Make copies

-Enter Data

*Brookdale Senior Living

From: Sept 2009-Oct 2010

Duties

-Enter Payroll and Billing for therapists

-Experienced in Kronos

-Enter Billing codes/Data Entry

-Order office supplies

*ADT/TYCO

From: October 2007-July 2009

Duties: Image Auditor

-Go over customer contracts to make sure everything is correct (prep)

-Input customer information into the system

-Scan items into the system

-Data Entry

*Anthem Blue Cross Blue Shield

From: May 2006-July 2006

Duties: Customer Care Rep

-Assist and solve customers with questions

*United States Post Office

From: April 2005- December 2005

Duties: Computer forwarding Clerk

- Enter change of address in computer for residence of Colorado

-Sort mail

-Make copies

-Enter Data