

Lynn Wiggin
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Summary:

- Friendly, courteous, professional
- Take pride in doing a good job, willing to learn
- Good telephone communication skills
- Knowledge of office equipment
- Accounts Payable, Freight Payable, Payroll, Billing, Invoicing, Customer Service, Data Entry

Experience:

Office:

- Answer phone calls and transfer calls to appropriate people.
- Sorting and delivering mail to appropriate people.
- Audit auto claims to make sure that all of the appropriate paperwork is there.
- Answered phone calls from medical staff to verify insurance on patients.
- Answered phone calls from insurance agents about member's life insurance.
- Answered phone calls from members about their debit cards, credit cards to verify transactions. Do reports if the transactions were not authorized
- Answered phone calls from customers about insurance, ordering prescriptions, paying monthly premium bills.
- Answered phone calls from customers about their cell phone bills, charges.
- Entering paperwork for inbound loads coming into the freezer storage
- Billing out paperwork for load going out of the freezer to customers.
- Typing export documents for product to different countries.
- Updating, reviewing and generating payroll files for pay checks for employees.
- Worked with a procedure to verify that all checks are processed prior to distribution.
- Worked with employees and internal team members to eliminate or minimize payroll discrepancies.
- Verified all various requests for payments in a timely basis for any available discounts.
- Entered data to calculate daily, weekly, monthly profit/ loss expense reports.
- Responsible for payments of all invoicing for the plant operations/maintenance.
- Entered information from sales orders into AS400 to generate invoices for customers.
- Typed bill of lading to customer for meat.

Telephone Skills:

- Switchboard operator
- Took incoming calls from various people
- Made outgoing calls to customers

Computer Knowledge:

- Excel
- Microsoft Word
- Outlook
- People Soft
- Kronos
- AS400

Work Experience:

- Nov 2018 to Feb 2019 – Customer Services – TTech, Greeley, CO
- July 2018 (temp Apple One) – Receptionist – Envirotech Services, Greeley, CO
- Sept 2017 (temp Kelly Service) – Data Entry – State Farm, Greeley, CO
- Jan to April 2017 (temp Randstad) – Customer Services – State Farm, Greeley, CO
- June 2014 to Aug 2016 – Customer Services – Tele Tech, Greeley, CO
- June 2013 to May 2014 – Customer Services – Xerox, Greeley, CO
- Nov 2012 to Mar 2013 – Customer Services – Afni, Evans, CO
- Jan 2011 to Sept 2012 – Office Clerk – Millard, Greeley, CO
- Sept 2002 to Jan 2011 – Payroll Clerk – JBS (Swift, ConAgra), Greeley, CO
- Dec 1987 to Sept 2002 – Accounts Payables, freight payables, invoicing, billing – Monfort, Greeley, CO

Education:

Complete High School – Greeley Central High School, Greeley, CO 1982

Some college classes – University of Northern Colorado, Greeley, CO 1982-1986