

Lynell D. Williams

(585)673-6698

LyneWilliams88@gmail.com

SKILLS:

Able to read Spanish fluently. Can type 25-35wpm, multitask, and problem solve. Knowledgeable in medical terminology. Passionate and nurturing to others.

EXPERIENCE:

Maximus, Rochester, NY

Healthcare Consultant

Oct 2019-Current

- Data Entry
- Transfers
- Healthcare Plan Selection

Sutherland Global, Rochester, NY

Customer Service & Sales Representative

Dec 2015-May 2018

- Sold/upgraded accounts
- Technical support
- Provided fast, accurate billing and product information

NorthEast Foods, Rochester, NY

Cashier/Prep Cook

July 2013-May 2014

- Stock/maintenance
- Responsible for opening/closing

Radisson Hotel, Rochester, NY

Banquet Server

Sept 2014- June 2015

- Set up décor
- Serve 10-500 people on a time frame;
- Maintenance

Mark Alquist Esq., Rochester, NY

Office Assistant

Feb 2012-Oct 2014

- Filed documents
- Disposed of sensitive files
- Set appointments and answered phones

Labor Ready, Rochester, NY

Temp Worker

Oct 2005-Dec 2011

- Housekeeping
- Maintenance
- Event staff
- Warehouse

EDUCATION:

Rochester Educational Opportunity Center, Rochester, NY
Home Health Aide program

August 2020

Monroe Community College, Henrietta, NY
Course of Study: Adolescent Education

Sept 2012-August 2012