

TANYA ELMORE

5 Beatrice Ave
Bloomfield, CT 06002

CONTACT

PHONE:
860-680-9010

EMAIL:
Tanya.elmore@yahoo.com

EDUCATION

Manchester Community College

August 20015 to May 2020
Paralegal Certificate (Family Law, Probate Law, Litigation, Legal Research and Writing, Business Law)
Associates Degree (Liberal Arts and Science)

WORK EXPERIENCE

Voya Financial, SR Record Keeper

January 16, 2018 to Present
Responds to client requests for information.
Resolves client administrative or service problems.
Customer Service (Inbound calls)
Ensures that all transactions are processed according to the company's and the client's standards.
Review Power of Attorney and Guardianship documents for accuracy and compliance to State Law.

Exela/Novitex, Entry Level Associate

January 2015 to January 2018
Keys data from source documents in a timely and efficient manner
Performs acceptable volume of work in a timely, efficient and accurate manner and in order of scheduled priorities to meet or exceed client expectations of processing schedule.
Utilize various computer applications (data entry and word processing functions)

Connecticut Online Computer Center, Reconciliation Associate

July 2007 to February 2013
Review and verify transactions records to ensure accuracy and completeness of entries in financial systems.
Prepare and maintain reports detailing reconciled and unreconciled teller transactions.
Preformed re-entry of rejected MICR line data and/or images utilizing a computer.

SKILLS

Alpha and Numeric Data Entry
Paralegal
Omni
Micro Soft Outlook
Micro Soft Word
SalesForce
Customer Service
Banking
Inbound call center