

SHERRYL DEVITT

60 1/2 Sunnyside Drive
San Leandro, CA 94577-1837

(510) 940-6198
sherryldevitt@yahoo.com

OBJECTIVE: To help a company achieve and maintain their objectives

PROFILE:

- Have worked at CSS, AF, and Manpower in Convention Staffing
- Experience in Convention Staffing as directional
- Have greeted customers at the door for Convention
- Have done collating of customer packets for Convention
- Have worked at convention booth displaying product and brochures
- Worked as Door Monitor

EMPLOYMENT HISTORY:

July – Dec 09 **Bank of the West**
May 2013 **Select Staffing; Walnut Creek, CA Attn: 925-210-1094**

Title: **Administrative Assistant/Data Analysis**

- Worked in IT Department as a Administrative Assistant
- Combined customers with new PRM's separating them from old PRM's
- Deleted duplicate entries in the *Touchpoint* sales data base
- Utilized both Excel and Access in this position

2007-through **Bank of America IRS Project**
June 2014 **Manpower, Inc. Fremont, CA Attn: Fannie Cullins, 510-477-7146**
Title: **Data Entry Operator seasonal position**

- Input income tax checks written to the IRS from individuals and businesses.

2002- 2005 **John Muir/ Mt. Diablo Walnut Creek 925-952-2888**
1340 Treat Blvd. Operations Dept. Lynn Dunne

Title: **Data Entry/Scan Verification Specialist**

- Data Entry/ Verification Scan of all HCFA and CMS health Claim
- Enter all numeric and alpha field on form and ensure proper CPT & ICD9 codes
- Verified over 1,000,000 documents annually w/ less than 1% error rate
- Filed all completed documents for review by analysts.

- **EDUCATION**
- **Hayward Adult School March 2007-March 2008**
- **UC Berkeley, Berkeley CA Sept 1974-April 1975**
- Medical Terminology 1-3, Insurance Coding Billing & Ethics, Medisoft Office; Medical Transcription 1-3, Business English, Electronic Calculator
- Undeclared Major