

DOUGLAS F. SORRO

Email: d.sorro@yahoo.com
(818) 791-7559 or (818) 602-8856

SYSTEM & SOFTWARE EXPERIENCE

- *Ultera*
- *Mainframe*
- *Microsoft Office Excel and Word*
- *AS400*
- *LPS*
- *FDR*
- *IMS*

WORK EXPERIENCE

November 2013 – Present

Barber

Self-Employed

- Provide professional haircuts to clients.
- Handle payment transactions.
- Setting appointments.
- Mobile Barber

November 2009 – February 2011

Ajilon Accounting Principles Parker and Lynch Agency

Data Entry Clerk (Temporary Assignments)

- Processed daily merchant transactions by data entry.
- Utilize Microsoft Office Excel to log wires and create transfers.
- Verified loan information from daily reports and complete templates on mainframe.
- Prepared loans to be postpone or go into foreclosure proceedings.

March 1998 – September 2007

Anthem Blue Cross

Sr. Enrollment and Billing Representative

- Processed medical, dental, life enrollment forms by data entry.
- Interacted daily with employer groups by email, fax and phone intervention.
- Created spreadsheets on Microsoft Office Excel for auditing and billing purposes.
- Interacted daily with other internal departments claims and customer service.

EDUCATION

June 2012 – October 2013

Academy of Barbering and Arts/ WBI – GPA 4.0 - Certificate

September 1982 – December 1984

United College of Business – GPA 4.0 - Diploma