**[Remote Customer Service, Data Entry Virginia Beach](https://www.postjobfree.com/resume/ad0cw3/remote-customer-data-virginia-beach-va)**

**Location:**Virginia Beach, VA, 23450

**Posted:**October 13, 2023

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**Resume:**

Maria Fotopoulos

1324 Freshwater Circle

Virginia Beach, VA 23464

(757) 450-3941

Professional Objective A challenging and rewarding position in which I could utilize my overall abilities and experience. Desire incentive opportunities that reward performance with advancement.

Summary of Qualifications Offering solid background based on formal and career training.

· Keen ability to quickly adapt to new and challenging tasks and become a productive team contributor. Career long achievement in meeting and/or surpassing virtually every production goal or objective.

· Polished communicator and company liaison with extensive experience in direct contact with clients, vendors civic and business leaders, legal community and organizational management.

· Able to develop and implement strategies to streamline operations increase accuracy, improve turnaround times, and ensure top-level program effectiveness. Proficient in Word processing, spread sheeting, and other data management software.

· At ease in environments that require effective spontaneous decisions, “out-of-the-box” problem-solving and meticulous attention to detail.

Education:

Hackensack University Medical Center

Certificate in Medical Terminology 1999 & 2000

Virginia Health Department

Certified Food Handler 2004-2017

GED on 02/10/2021

Tidewater Community College 2022-Present

Experience

02/2021 – Present

Independent Contractor • Bookkeeper • Brooklyn Pizzeria VB LLC

Collected, arranged, and input information into database system.

Developed and updated tracking spreadsheets for process monitoring and reporting.

Hour Tracking and applying it to payroll.

Entering new employees into database

Gathering all sales and applying it to spreadsheet for monthly business tax payments.

Handling all accounts payable and receivables

02/2022 – 08/2022

Accounting Secretary • Ramesh Joshi CPA, PLLC

Phones and customer service

Data Entry, Cut and process checks,

Maintained confidentiality of information related to receiving and recording funds.

Maintained accurate records of organizational finances.

Opened and properly distributed incoming mail to promote quicker response to client inquiries.

Managed filing system - entered data and completed other clerical tasks.

Managed phone and email correspondence and handled incoming and outgoing mail and faxes.

Assisted coworkers and staff members with special tasks on daily basis.

06/2015 – 08/2021

Sunrise Café, Virginia Beach, VA

Manager

Customer Service, money handling, bartender, accounts payable, filing, managing employees, etc.

03/2012 – 06/2015

Café Elias, Virginia Beach, VA

Self Employed

Main cook, order handling, customer service, payroll, accounts receivable, accounts payable, etc.

09/12/11 – 03/09/12

New American Mortgage, Virginia Beach, VA

Post Closer – My main objective was to make sure the loans that we had were cleared and ready to be purchased by our Investors. Heavy Phone contact with the Title Companies, as well as the Banks and Insurance Companies. Other clerical Duties.

06/20/11 – 9/12/11

Lawyers Advantage Title Group, Virginia Beach, VA

Settlement Coordinator / Processor Assistant –Create and Send Deeds, Post Files, Assist with Processing. Verify Taxes, Order Extension on Contracts from HUD. Proof and Order Approvals on settlement statements. Processing 3rd Party Files, Merging Documentation for 3rd Parties. Customer Service. Problem Solving. Heavy Phones.

06/23/08 – 06/17/11

Samuel I. White, P.C. Virginia Beach, VA

Accounting Assistant

Accounts Payable and Accounts Receivable. Customer Service, Problem Solving. Reconciling Monthly Reports. Billing

11/13/2006 – 02/13/2007

Interim Home Health Services, Virginia Beach, VA

CRS

Responsible for keying in Oasis. Taking in Referrals. Payroll. Insurance Verification. Phones, faxing, copying, ordering patients supplies, placing orders for office supplies, customer service, and other clerical duties.

11/05 – 11/06

Brookside Home Health Agency, Virginia Beach, VA

Medical Secretary

Responsible for answering phones and taking messages. Furnishing referral information to all disciplines as needed. Maintain file accuracy. Organizes and distributes incoming and outgoing mail. Keep accurate logs of all Physician Orders and do document tracking of all orders. Copy and fax written materials as requested. Types information for office staff. Complies payroll every first of the week and submits to Administrator.

03/05 – 03/2012

Elias Greek Italian Cuisine, Virginia Beach, VA

Owner

Responsible for hiring employees, training, customer service, payroll, AP/AR,

Cash handling, banking, ordering, inventory.

09/01 – 11/04

Elia’s Mediterranean Cuisine, Virginia Beach, VA

Owner

Responsible for hiring employees, training, customer service, payroll, AP/AR,

Cash handling, banking, ordering, inventory.

2002-2003

CMA – CGM America, Virginia Beach, VA

Tracing & Exports Coordinator

Responsible for tracing containers, making sure they arrive on time to their destination. Made sure all containers were exported to correct railroads. Constant phone contact with customers, and rails. Handled all problems with the customer in mind first.

2001-2001

Inchcape Shipping Services, Virginia Beach, VA

Imports Coordinator

Responsible for dispatching containers to the trucking companies, and rails. Customer Service, and a lot of problem solving. Data entry, faxing, phones.

1999 – 2000

Hackensack University Medical Center, Hackensack, NJ

Medical Secretary

Responsible for inputting a program called Oasis. Nurses were paid by my accuracy of inputting this information into the system. Admitting patients for the start of care, and discharging patients as well. Answering phones / switchboard, filing, faxing, mail distribution, ordering medical supplies for patients. Handling bills for supplies.

Personal: References furnished upon request