**[Concierge Receptionist](https://www.postjobfree.com/resume/ad0axg/concierge-receptionist-east-longmeadow)**

**Location:**East Longmeadow, MA, 01028

**Posted:**October 11, 2023

**Contact Info:**

pappaskathleen@gmail.com

413-374-2355

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Job Description (optional) 



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**Resume:**

Kathleen Pappas

Customer Service/Office Assistant

East Longmeadow, MA 01028

gymisin@yahoo.com

413-374-2355

Work Experience

Marketing Researcher

Roche Assiciates - Wilbraham, MA

August 2017 to Present

Collecting research information via phone and computer. I work with clients via telephone on a daily

basis. Appointment setting is also a component of this job.

Tri State Manager

Wines That Rock - Eastlongmeadow,MA

May 2012 to August 2017

Covering the states of MA,,CT, and RI with sales and product support for our wine products. Attending

trade shows and promotional events. Keeping in touch with customers to be sure their needs and

issues are attended to. Providing good ongoing customer support.

Customer Service/Office Assistant

Alliance Converting Machinery - East Longmeadow, MA

2002 to 2010

\* Supported president and owner of a U.S. division of an international company.

\* Cold called perspective clients; ordered merchandise and followed up with current clients.

\* Maintained the daily business paperwork and inventory records.

liaison between agents and underwriters

Monarch Life Insurance - Springfield, MA

1985 to 1988

Springfield, MA 1985 - 1988

Office Services

\* Interacted with insurance agents in the northeast daily.

\* Served as a liaison between agents and underwriters. Collected information to process insurance

applications and claims. Helped clarify any discrepancies and solve problems.

Assistant Media Coordinator/Office Services

Milton Bradley Company - East Longmeadow, MA

1982 to 1984

\* Coordinated American and Canadian Television commercial schedules.

\* Prepared and confirmed media contracts. Performed computer input and data collection.

\* Aided in projecting viewer responses via Nelson rating data, and verified magazine layouts.

Education

B.A. in Political Science

Western New England University - Springfield, MA