

Gina Hirschman

Strong customer service, finance, and business experience

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To obtain a position that will challenge me to accept new opportunities with room for advancement.

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Donnelly Designs – Philadelphia, PA

May 2015 to Present

Accounts payable/Accounts receivable

Data entry on excel sheets

Costs and demands

Sales invoices mailed daily

Customer Service

PA Liquor Control Board - Philadelphia, PA

May 2014 to May 2015

Responsibilities

Maintain cash drawer

Assist customers in the store

Distribution of all products

Follow protocol

Customer Service Rep. Inbound and Outbound calls

MediMedia, Inc - Yardley, PA

November 2011 to April 2012

Administrative Asst/Data Entry

Careers USA - Feasterville, PA

January 2009 to November 2011

Pre-existing claims specialist

Amerihealth Administrators - Fort Washington, PA

August 2006 to August 2008

Processed claims on a daily basis from providers

Handled all mail replies from clients and providers

Distributed all paperwork to the team on a daily basis

Admin Assistant

International Relocations Services - Jenkintown, PA

June 2005 to June 2006

Processed all referrals from clients in the network

Assisted Marketing Directors on the road with appmts

Mailed out new packets to new members in network

Account Mgr/Mortgage Processor

BNC Mortgage - Trevose, PA

February 2002 to November 2003

Assisted underwriter with all new files from account reps

Processed file for mortgage underwriting and handled credit issues

Senior Lending/Collections Administrator

American General Finance – Philadelphia, PA

June 1990 to February 2002

Authorized check signer

Customer Service Rep. for first 5 yrs

Processed loan applications

Sold Term Life Insurance Policies

Notary Public

Education

Some college

Skills

**Microsoft Office, Excel, and Power point, Customer Service, CSR,
Call Center, Customer Care Support**

