**Chelsea A. Morton**

bookjodiemorton@gmail.com | 239-728-7783   
1615 Red Cedar Drive apt 12, Ft Myers, FL, 33907

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| Professional Summary |

Reliable and enthusiastic customer service and scheduling administrator with eleven years of experience and training. Skilled in solving disputes, customer relations, management, scheduling, book balancing, and being an active member of a team.

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| Skills |

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| •  Scheduling PRN | •  Bookkeeping | •  Conflict Resolution |
| •  Team Management and training | •  Computer and Microsoft Office Proficient | •  Task prioritization |
| •  Decision making | •  Customer relations |

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| Experience |

Branch Banker II

Branch Banking and Trust – Fort Myers, FL | January 2015 - March 2017

Order and ship cash as needed  
Balance bank vault and maintain keys and combinations  
Process checks, deposits, loan payments, and withdrawals  
Ensure cash drawer is balanced at all times  
Handling cash in amounts of $70,000.00 plus  
Great attention to detail  
Ability to work in a fast-paced environment  
Ability to cross-sell bank products  
Record all transactions in a prompt and efficient manner

Cash Control Representative

21st Century Oncology – Fort Myers, FL | March 2017 - May 2018

Handle over 100 different office accounts  
Effectively communicate with individuals to solve errors  
Track cash deposits and manage transactions  
Keep a log of all current transactions and when they clear the bank  
Scan items and organize into different drives  
Complete all daily scanning for all of 21st Century in a timely manner  
Organize folders for insurance items to be posted to accounts  
Prepare deposits to be picked up by courier  
Report disputes and errors in a timely manner  
Resolve all errors.  
HIPPA knowledgeable

Scheduling Coordinator

Comfort Keepers – Fort Myers, FL | May 2018 - Current

Manage schedule of over 200 clients and 350 employees  
Train and manage new policy  
Communicate effectively with clientele and team  
Manage incoming phone calls with multiple administrative tasks  
Work collaboratively on projects with office team  
Intake prospective clients and set up new services  
Urgent problem solving  
Maintain working knowledge of accounting policy, HR policy, and marketing contacts

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| Education |

High School Diploma

Cypress Lake High School | Fort Myers, Florida | May 2011

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| References |

Chelsea Roth 954-559-8165

Additional references available upon request