

# Shellie Adams

Excellent Customer Service Rep - Atlanta, United States

W: <http://www.worky.com/shellie-adams>

## Shellie Adams's Professional Experience

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2008 - 2010 **Hewitt - Administrative Assistant**

Responsibilities included answering all incoming call averaging 100-150

Calls daily from clients, filed paperwork, entered data into computer system accurately. Put together FMLA packages, Took messages and forwarded to the proper agents, schedule meetings, ordered office supplies. Maintain files, scanned documents, prepared and sorted mail. Assist with other administrative duties.

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