**Helen Hyppolite**

East Elmhurst, NY 11369

347-876-1930 - hhyppolite01@gmail.com

**SUMMARY/OBJECTIVE**

Experienced, hardworking Support Professional with diverse work experience and education looking for an opportunity to apply learned knowledge and skills. Excellent problem solver. Enjoys new programs and processes and learns quickly. Proficient in prioritizing and completing tasks in a timely manner. Able to work independently and as part of a team.

**Skills/Qualifications**

* Proficient with QuickBooks, Microsoft Office, Adobe Acrobat
* Organization, data entry, customer service skills
* Reliable and flexible
* Knowledge of Bookkeeping
* Analysis and multitasking
* Excellent communication skills

**EDUCATION**

Penn Foster College - AZ 12/2022

Career Diploma, Bookkeeping

The City College of NY - NY 2/2012

BA – English

**EXPERIENCE**

Canon Business Process Services Inc., NY 5/2022 – 3/2023

**Shipping Coordinator**

* Received mail/parcels, input data, notified clients and delivered
* Assisted clients to complete online forms and gave them shipping costs
* Logged inbound and outbound
* Performed various clerical tasks
* Worked at other sites as requested

The Avo Shopping Company, NY 2/2022 – 4/2022

**Warehouse Worker/Picker/Packer**

* Selected and packaged items ordered

Macy’s Rego Park, NY 8/2021 – 12/2021

**Receiving Team Lead (Morning Shift)**

* Trained new associates on merchandise processing/control procedures
* Supported team members as needed

**Retail Receiving Associate** 1/2017 – 7/2021

* Unpacked new merchandise and sort merchandise according to floor
* Processed damaged merchandise
* Supported fulfillment team

**Retail Merchandising Associate** 8/2015 – 1/2017

* Replenished stock on sales floor as necessary
* Provided customer assistance
* Stored and organized overstock merchandise