

Eric J. Collins

Employment

August 2017 to Present

Eco Environmental Contracting

- Hazardous Waste removal
- Excavation
- Tank Removal
- Landscaping

August 2015 to August 2017

Superior Printing and Promotions

- Warehouse Manager
- Shipping and Receiving
- Tracking and placing inventory into locations
- Deliveries and Pickups
- Placing and filling orders
- Employee management

May 2013 to August 2015

Beth Israel Deaconess Medical Center

- Patient registration-verified insurance information
- Up dated patient demographic information
- Third party billing- rebilled corrected claims to insurance companies.
- Educated patients on eligibility and benefit requirements for specific insurance companies
- Locate missing or incorrect insurance information for requested patient accounts

June 2014 to Present

Powder House Pub

- Security

January 2013 to May 2014

West End Johnnies

- Security

Sept 2012 – December 2012

Somerville police Dept- internship

- Crime analysis
- Gather and log crime data
- Compare stolen item data to pawned item spreadsheet
- Cross reference pawned items list with those residents with a criminal record
- Log specific crime data to see if time of day, location, or other trends existed

- Identify type of crime and log into appropriate data base

Nov 2010 – Sept 2012

Cook, Bobs Food Stores, Medford, Ma

- Processed orders as they are placed
- Assist customers with selections
- Special Deliveries as requested
- Shut down and clean area at end of work day

May 2010-Nov 2010

Cook, Summer Shack, Cambridge, Ma

- Short order cook
- Food runner
- Cashier
- Bus Boy
- Caterer

May 2009-August 2009

Stock, Christmas Tree Shop Somerville, Ma.(Summer employment)

- Stock Shelves
- Set up displays
- Filled orders

Summer 2007 and summer 2008

Somerville Park Department, Somerville, Ma

- Landscaping
- Trash
- Baseball field maintenance

EDUCATION

University of Massachusetts Boston, Boston, Ma

Bachelor's degree in Criminal Justice, 2013

Activities

2008-2012 University of Massachusetts Boston men's lacrosse Boston, MA

2011, 2012 University of Massachusetts Boston men's lacrosse team captain Boston, MA

Honors

Fall 2008 Nichols College Dean list

****Excellent knowledge of Microsoft office**