

# Alexander Moreno Jr.

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## WORK EXPERIENCE

### MD Anderson Cancer Center

Dec 2022 – Present

*Patient Services Coordinator*

*Houston, TX*

- Collaborated with nursing staff to address inpatient needs and concerns, ensuring optimal patient care and support.
- Maintained an Excel log of inpatients transfers and admissions, daily assignment sheets, and logging various issues throughout the day to provide report for shift swaps.
- Ensured adequate supply levels by diligently restocking the floor, supporting nursing staff in providing uninterrupted care.
- Discharged and admitted patients in on orders of the nurse.

*Information Representative*

- Greeted guests maintaining a positive attitude and performing a health screening.
- Accurately provided vital information and instructions to patients, visitors, and staff, enhancing organizational communication.
- Managed communication via phone, addressing inquiries related to patients and visitors.
- Utilized MS Excel and Word to log and maintain visitation exceptions, facilitating efficient reporting to leadership.

### Target

Oct. 2020 – Dec. 2022

*Tech Advisor*

*Houston, TX*

- Fostered a welcoming environment, engaging with guests and addressing their specific electronic needs.
- Provided expert advice and personalized tech solutions, validating guests' research and facilitating informed purchasing decisions.

### GameStop

Oct. 2019 – Oct. 2020

*Game Advisor*

*Houston, TX*

- Enhanced customer experience through focused interaction and tailored product recommendations.
- Contributed to meeting weekly sales targets by promoting warranties, membership cards, and pre-orders, driving revenue and customer loyalty.

## EDUCATION

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### Lone Star College

2020 – Present

*Associate of Science – Computer Science*

*Houston, TX*

### Jersey Village High School

May 2020

*Diploma*

### University of Minnesota

July 2022 – Dec. 2022

*Full-Stack Web Development Certificate*

## SKILLS

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- **Skills:** Customer Service, Computer proficiency, JavaScript, NodeJS, Independent Oriented, Bilingual – Intermediate, Full-Stack Web Development, EPIC, Excel, PowerPoint, Word