

ANURAG REDDY

📞 248-918-3733

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📍 Rochester Hills, MI



WORK EXPERIENCE

Executive Document Processing Specialist

Quicken Loans

📅 02/2020 - Ongoing 📍 Detroit, MI

Leader in Mortgage loan Industry

- Designed and created full document management system and workflows speeding up document production depending on the clients loan type.
- Prepared and presented reports that reflect audit's results and document process

Document Review Specialist

N1 Discovery

📅 08/2019 - 12/2019 📍 Troy, MI

Leader in fields of Digital Forensics, eDiscovery, and Cyber Security

- Analyzed confidential documents with important information/details for clients with complex investigations.
- Used Software Program to analyze Digital Forensic documents.

ER Scribe

St. Josephs Hospital

📅 08/2017 - 07/2018 📍 Pontiac, MI

In Scribe Documentation Services

- Documented Patient history on electronic medical records system.
- Worked with many different practitioners and organized patient charts to enhance proper workflow within the emergency department.

Sales Associate

Polo Ralph Lauren

📅 08/2013 - 01/2014 📍 Auburn Hills, MI

Retail Store

- Established sales expertise and communication skills by enhancing customer service through various promotions within the store.
- Interacted with diverse customers and resolved and disputes/problems with sales and sold variety of products to customers.

SKILLS

Fundamental Knowledge SQL

Basics of SDLC

Fundamental Knowledge html

Microsoft Office Suite

Fundamental Knowledge CSS

Data Analysis

Agile & Waterfall Terminology

Medical Terminology

PROFESSIONAL SUMMARY

Highly-motivated, Human Biology Graduate. I am team orientated with exceptional goal setting attributes, time management and organizational skills. I have the ability to effectively multi-task with good communication skills and excellent work ethic and motivation. Have Fundamental knowledge of SQL, html, & Python. B.S. in Human Biology 2013-2017, attended 1 year of Podiatry school. Have a strong desire to learn; proven ability to work on multiple projects at once with strong interpersonal skills.

EDUCATION

Bachelors of Science in Human Biology

Michigan State University

📅 08/2013 - 05/2017 📍 East Lansing, MI

STRENGTHS



Goal Oriented and Motivated

I work not only until the job is done, but also done right



Team player & Cooperative

I demonstrate appropriate teamwork to enhance work flow and do my role the best I can



Leadership Skills

When necessary I direct certain tasks/objectives that must be taken in order to reach goals