

Gisselle Khabir

Information Technology

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702-824-3637

GisselleKhabir@hotmail.com

Skills

Undergraduate background in computer science offering expertise in regulatory compliance, audit procedures, project management. I've been consistently recognized for project management capabilities and risk management support.

Experience

Advanced Digestive Disease / Office Manager

July 2018 - December 2020

- Applied innovative strategies to perform one task multiple ways when training.
- Receiving and processing banking transactions, Proper cash handling and billing claims, Balance allocations and cash drawer maintenance.
- Phone and email support for customers, respond to support requests, maintain schedule and planout duties for projects.
- Developed patient care plans, oversaw patient registration, vital signs and gathered information on current medical issues.
- Provided instruction, lead group and trained all new hires.
- Managed invoices and payment processing information.

UNLV MEDICINE / Covid Representative

December 2020 - Current

- Healthcare related information systems
- Data entry skills, strong typing skills and Microsoft proficiency
- Assisted with setup of the computer system and help desk services.
- Keep vendor files accurate and up to date.
- Consolidated multiple ticketing systems, improving communications and turnover rate
- Utilized software such as Adobe, Illustrator, Excel, Parcel Fpos, PPA, POS,

Education

College of Southern Nevada / AA

August 2018 - July 2021

Computer Science

