

Project Manager Project Manager Project Manager - FCI Cyber Maywood, NJ Seeking a career opportunity that will allow me to utilize my administrative, communication, and problem solving skills. Work Experience Project Manager FCI Cyber - Bloomfield, NJ November 2018 to Present Develop and implement procedures for new client onboarding, providing them with guidance through the process as needed ? Serve as liaison between the client and the sales and development team to ensure proper communication and providing efficient and professional support to all ? Manage and support a team of technicians, ensuring that client's needs are met in a timely manner ? Compose and distribute client update communications ? Manage the CEO's calendar and travel itinerary IT Support Coordinator FCI Cyber - Bloomfield, NJ December 2016 to November 2018 Oversaw schedules of over ten cyber security technicians ? Processed service requests submitted via phone, customer portal and email ? Managed contracts and maintenance appointments for clients ? Trained new employees on the FCI custom database system and office protocols Office Administrator Amesur Eye Associates - Ridgewood, NJ March 2016 to December 2016 Managed front desk operations including patient communications, follow ups, email responses, referrals and scheduling ? Processed Insurance verification ? Managed practice calendar ? Responsible for coding and billing for patients ? Created/designed promotional products Education BA in Clinical Social Work Fairleigh Dickinson University - Teaneck, NJ September 2016 Skills customer relations (Less than 1 year), Detail oriented (Less than 1 year), Excel (Less than 1 year), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), Outlook, budget, maintenance, Scheduling

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