

Data Analyst Data Analyst Atlanta, GA Authorized to work in the US for any employer Work Experience Data Analyst Peach State Health Plan - Smyrna, GA June 2019 to Present Expedite File Cleanups Accurately save provider files Accept incoming/outgoing calls to providers Record provider information via phone and email Proficient in Xerox scanning and copying machines Database Administrator Global Employment Solutions - Chicago, IL July 2016 to Present Worked for Related Management Co: ? Put information into Microsoft Word spreadsheets ? Transferred data from spreadsheets into company database Hostess/ Server Assistant/ Prep Cook Iberian Pig - Decatur, GA July 2018 to June 2019 Hostess Ensure customer satisfaction during incoming/outgoing calls; Book reservations via Open Table; Escort customers to their seats, the restroom, etc. Servers Assistant Make meaningful conversations with patrons; Create a warm and welcoming environment for guests; go above and beyond to guarantee a memorable experience Prep Cook Learned cutting techniques from The julienne to chiffonade; memorized recipes; exceeded par numbers each week; Receptionist for Admissions Department Oxford College - Oxford, GA January 2016 to May 2017 Worked as Receptionist for Admissions Department: ? Answer phone/work switchboard ? Mingle with prospective students and families ? Running errands around campus ? Assisting with inventory Education Associate in Psychology Oxford College of Emory University - Oxford, GA August 2015 to Present Bachelor's in Psychology and Philosophy Emory University - Atlanta, GA August 2015 to May 2019 Skills Customer Service Skills (2 years), Microsoft Word (10+ years), Google Drive (6 years), R Commander (Less than 1 year), Oracle Db, Oracle Database, Excel, MS Office, Microsoft Office, Powerpoint Certifications/Licenses QPR June 2018 to June 2020

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