

IT Project Coordinator IT Project Coordinator Future Manager Chicago, IL Authorized to work in the US for any employer Work Experience IT Project Coordinator CompuCom - Chicago, IL March 2019 to Present Contract position Account Executive (Floater Position) Juergens & Andersen - Chicago, IL July 2018 to September 2018 Provide professional after-sales support to enhance the customers' dedication. Remain in frequent contact with the clients in your responsibility to understand their needs. Respond to complaints and resolve issues aiming to customer contentment and the preservation of the company's reputation. Project Coordinator G & M Casting House - Chicago, IL October 2017 to March 2018 Work closely with project manager planning projects Prepare financial and progress reports and communicate information about these to relevant staff. Communicate requirements to relevant departments and employees to keep progress on track. Clinical Operations Manager Harlem & Irving Women's Center - Chicago, IL October 2015 to September 2017 Supervision of patient scheduling, registration, financial counseling, medical records, billing and collection, data entry and processing, and cash posting. Promoting excellent customer service by all levels of the staff Registry Administrative Assistant DeVry University (Work/Study) - Chicago, IL May 2015 to August 2016 Assist students with the online registration process Process adds/drops, change in degree/major, and non-degree registration Education Bachelor of Arts in Business Administration in Business Administration DeVry University - Chicago, IL May 2014 to August 2016 Bachelor of Arts in Biology in Biology Northeastern Illinois University - Chicago, IL June 2003 to September 2008 Skills INVOICING, DATA ENTRY, ORDER PROCESSING, PAYROLL, PROBLEM SOLVING, VISIO, EXCEL, MICROSOFT OFFICE, OUTLOOK, POWERPOINT, MICROSOFT WORD, WORD, BILINGUAL, Account Management, PM, PMP Links <http://linkedin.com/in/marycreyes> Additional Information Skills Outlook Adobe Order Processing Visio Powerpoint Microsoft Office Excel Microsoft Word Payroll Data Entry Problem Solving Bilingual in Spanish & Italian Invoicing Insurance verification

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