

Customer Service/Parts Advisor Customer Service/Parts Advisor Statesboro, GA Work Experience
Customer Service/Parts Advisor Brian's Diesel Performance - Brooklet, GA February 2010 to July 2019 Assist with daily inventory, receiving, stocking and shipping. Utilize parts manuals both hard copy and electronic format to identify proper parts for all vehicles being serviced Directly communicates and negotiates with suppliers, manufacturers, retailers and consumers, while ensuring part quality and fitment Developed skills towards a management position, processing and controlling orders and monitoring inventory levels. Assist in both daily and weekly inventories, and responsible for ordering of parts, tires and accessories for Ford and other makes and models of cars, trucks and SUV's. Assist technicians with on hand parts and ordering of specialized parts for custom repairs as needed Managed all office activities and operations Developed and maintained spreadsheets, databases, Bookkeeper, ShopKey, and other computer based office systems software Performed office payroll function - calculated time, cut checks, and verified employee benefits Setup filing systems and databases Setup customer appointment and handled customer service issues Developed automotive repair estimates Prepared and made daily deposits Internship- PACS Administrator Effingham Hospital - Springfield, GA August 2014 to December 2014 Learn how to run a report on discrepancy Learn how to run daily reports on failed faxes, overdue signature, outstanding orders, outstanding transcriptions Interact with the Merge PACS system example: I would go to a patient exam a make sure there were reports in with the mammograms. Interact with the CPSI Health Information System Interact with PowerScrib 360 voice dictation Added codes for diagnostic imaging in CPSI System So the Radiology Information System and Health Information System will match up when the billing is done on a patient Pulled images over from the Archive back to PACS System Ran reports on turnaround time on CT Heads w/contrast and wo/ contrast, Aris Reports, Ultra sound Internship IT Network Engineer Ogeechee Technical College - Statesboro, GA January 2014 to May 2014 Change out toners, and ink in printers throughout the college Installed data drops in offices Installed VOIP phones throughout the college Troubleshoot computers to find out what was wrong Installed OS Software on computers and installed them in labs throughout the college Ran CAT5e cable throughout the

college Education Diploma in Radiology PACS Specialist Ogeechee Technical College - Statesboro, GA 2014 Diploma in Network Support Specialist Ogeechee Technical College 2014 Diploma Jenkins County High School - Millen, GA 2007 Skills Customer Service Additional Information Skills and Qualifications Proficient in numerous computer software applications - MS Windows, MS Word, MS Access, MS Excel, MS PowerPoint, DICOM (Medical Sonographer software), QuickBooks, Bookkeeper, and ShopKey (customer tracking) Proficient in office management and office related skills - setup, directed, and managed all office activities within a busy automotive repair and lawn care business Proficient in Bookkeeping and Payroll management Skilled Cashier - managed daily cash receipts, made deposits (offered Head Cashier position): received in-house bookkeeping training for advanced position Formally educated in Computer Concepts, Imaging Informatics, DICOM and HL7 software, Interpersonal Relations and Management Principles

Name: Jose Reeves

Email: william21@example.org

Phone: 001-441-571-0078x827