

ALYCIA CLARK

Sr. Project Coordinator

Developer

Leader

PROFILE

OBJECTIVE

A dedicated, motivated, and versatile hard worker, in search of a career to expand professional capabilities, by utilizing diversified skill set obtained from prior occupational, educational and life experiences.

CONTACT

 678-385-1592

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 [LinkedIn](#)

EXPERIENCE

Forsta (Formerly FocusVision)

SR. PROJECT COORDINATOR: 2015 - PRESENT

Coordinate with Market research companies to schedule online market research studies. Extensive data entry, requiring precise attention to detail and superior organizational skills. Troubleshooting, for both technical and logistical issues. Assist with training and onboarding of new team members. Currently working on an Excel application to lighten the load of my team, using VBA.

Quest Diagnostics

ROUTE SERVICE REPRESENTATIVE: 2021- PRESENT

Responsible for the safe and timely transportation of specimens, supplies, reports, equipment, and materials to the appropriate destination.

FocusVision Worldwide

CLIENT SERVICES REPRESENTATIVE: 2014-2015

Monitored video and audio conferences, provided support for any potential problems. Worked to correct any connectivity, video/ audio or other computer issues. Provided excellent customer service in ensuring the smoothness of each session, and solving any problems which may have arisen.

SKILLS

- Technical Support
- Administrative Support
- Data Entry & Analysis
- Python Programming
- HTML/CSS/JS Programming
- C#/VBA/.NET Programming
- Team Leadership
- Microsoft Office Suite

EDUCATION

Old Dominion University

2014

Bachelor of Science degree in Criminal Justice

Penn State University

2015

Graduate Level Coursework in Statistics