

HARRY WISOKY  
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EXPERIENCE

MOORE, BRUEN AND PARISIAN

07/2018 - present

San Francisco, CA // Commercial Coordinator

- Strong PC skills including proficiency in a variety of software packages
- University Diploma or equivalent combination of education and work-related experience
- Experience in a customer-service or administrative role is an asset
- Experience with AMS is an asset
- Strong analytical/organization skills and excellent written and verbal communications
- Experience with reconciliation of system orders
- Proficient with Microsoft Office apps and quick learned of customer specific applications

DENESIK, LOCKMAN AND MOEN San Francisco, CA // Commercial Coordinator

- Demonstrated knowledge of the Commercial construction process
- Enthusiasm for TV and advertising industry, knowledge of current trends
- Studies in a relevant field first practical experience
- High affinity for numbers and an eye for detail
- Strong communication skills and team player with a high level of commitment
- Customer-oriented way of thinking and acting
- Result and service oriented work
- Very good knowledge of the English language
- Knollet command MS icing ware, resilly Exel and PowerPoint

06/2011 - 06/2018

EDUCATION

KENT STATE UNIVERSITY

Bachelor's in Business

SKILLS

managing time

services

evaluation of customer satisfaction

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- Some knowledge of principles and methods for showing, promoting, and selling products or
- Knows some principles and processes for providing customer service
- This includes customer needs assessment, meeting quality standards for services, and