




Minas Barsoum

CONTACTS

 112 East John Street, Apt. 307
Champaign, IL. – 61820

 217-516-0594
 minasab2@illinois.edu

EMPLOYMENT HISTORY

- May 2015 – December 2018 **FedEx – Champaign, IL.**
Package Handler
 - Handle the ground packages & scanning.
 - Assist the new hires in handling the ground packages.

- Aug. 2015 – Nov. 2015 **Parkland College – Champaign, IL.**
Front Desk Clerk
 - Monitored the computer lab.
 - Helped the student with the computer applications.
 - Handled the advisors' appointment scheduling.
 - Handled the phone call inquires.

- Jun. 2015 - Jul. 2015 **Family Practice Medical Center – Danville, IL.**
Medical Billing Clerk
 - Handled the medical billing and coding.
 - Processed the patient payments.
 - Handled the insurance reimbursements.
 - Reconciled patient payments with insurance reimbursements.

- Jan. 2014 – May 2014 **Carle Clinic – Danville, IL.**
Front Desk Volunteer
 - Welcomed the patients and direct them to right department.
 - Answered the patients inquires.

TECHNICAL SKILLS

R	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Excel	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Power Point	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Word	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Outlook	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Analytical Skills	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Problem Solving Skills	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Presentation Skills	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Leadership Skills	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Communication Skills	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Fast Learner	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Hard Worker	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Team Player	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Self-Motivated	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

EDUCATION

- Aug. 2017 – Present **Bachelor of Art– Major in Economics**
University of Illinois
Urbana – Champaign, IL.
- Aug. 2014 – May 2017 **Associate of Science - Major in Business Administration**
Parkland College
Champaign, IL.

LANGUAGE SKILLS

English	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Arabic	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>