



Minas Barsoum

CONTACTS

 3211 Suncrest Drive
Danville, IL. – 61820

 217-516-0594

 minas.barsoum12@gmail.com

 <https://minasbarsoum.github.io>

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 inquiries.

- Jun. 2015 - Jul. 2015 **Family Practice Medical Center – Danville, IL.**
Jan. 2019 - Jan. 2020
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 inquiries.

TECHNICAL SKILLS

R	●●●●●●○○
Excel	●●●●●●○○
Power Point	●●●●●●○○
Word	●●●●●●○○
Outlook	●●●●●●○○

Analytical Skills	●●●●●●○○
Problem Solving Skills	●●●●●●○○
Presentation Skills	●●●●●●○○
Leadership Skills	●●●●●●○○
Communication Skills	●●●●●●○○

Fast Learner	●●●●●●○○
Hard Worker	●●●●●●○○
Team Player	●●●●●●○○
Self-Motivated	●●●●●●○○

EDUCATION

- Aug. 2017 - Dec. 2018 **Bachelor of Art– Major in Economics**
Jan. 2020 - Dec. 2020 **Minor in Leadership**
University of Illinois
Champaign, IL.

- Aug. 2014 – May 2017 **Associate of Science - Major in Business Administration**
Parkland College
Champaign, IL.

LANGUAGE SKILLS

English	●●●●●●○○
Arabic	●●●●●●○○