

# Marc L. Berliner

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62 Granite Avenue

Canaan, CT 06018

(917)-817-1930

## EDUCATION:

Syracuse University

College of Visual and Performing Arts

Bachelor of Industrial and Interactive Design 3.0 GPA

Graduated, May 2015

## COURSEWORK AND SKILLS:

**Software** Figma, Sketch, Microsoft Office, Google Drive, Adobe Acrobat,  
Adobe Creative Cloud, Procreate, Rhino, Solidworks

**Skills** Interpersonal Skills, Time Management, Conflict Resolution,  
Creativity, Communication, Multitasking, Organization, 3D design, 2D  
design, Sculpting, Sketching

## PROFESSIONAL WORK EXPERIENCE:

**High Watch Recovery Center Utilization Review Coordinator June 2020 - Present**

- Complete clinical updates with patients to submit for insurance authorizations
- Coordinate with clinicians to update patients treatment plans
- Work with clinical and medical team to obtain the maximum amount of authorized time for patients

**High Watch Recovery Center Admissions Coordinator May 2018 - June 2020**

- Manage inquiries and admission process for incoming patients
- Develop relationships with healthcare programs and facilities
- Coordinate facility sales and census

**Tidewater Residences Recovery Support Monitor February 2018 - June 2020**

- Work with program director to conduct weekly check-ins with clients
- Provide clients with support and advice regarding their recovery
- Monitor client's therapy and outpatient rehab attendance

**The Southfield Store Assistant Manager July 2016 - May 2018**

- Responsible for creating staff scheduling
- Motivate employees to perform at their highest capabilities
- Responsible for handling the store's daily revenue

**SYNTAX NYC Freelance Designer July 2015 - May 2016**

- Aided in the design for new lines of beauty products
- Designed and modeled beauty product bottles using 3D software

- Worked with design team to develop product packaging
- Finished models, making them presentable for clients

**SYNTAX NYC    Intern    May 2014 - August 2014**

- Aided the design team in creating 3D renderings for beauty products
- Created 3D renderings for beauty product kiosks
- Collaborated with design team in creating graphics for product packaging