

# Charlie Changer

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**Aspiring marketing and brand management** professional seeking to create results and major impact through a unique blend of psychology, research and strategic competencies. Personal attributes include:

Quantitative Analysis  
Bilingual (Spanish/English)  
Advanced Excel, PowerPoint

Project Management  
Behavioral Analysis/ Modeling

Financial Skills  
PC and Mac Platforms

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## EXPERIENCE

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### Account Specialist

20xx - present

Central Medical Care, Ridgewood, NJ

- Generated over \$4.2 million in revenue growth through collections and appeals
- Negotiated and implemented price quotes and deadlines with various insurance companies
- Created monthly accounting reports for updated status of revenue, financial detail, procedure review and transaction breakdown
- Managed incoming payments and verified accuracy of billed services for growth of underdeveloped accounts

### Department Coordinator

20xx – 20xx

West Essex Mental Health, Kearny, NJ

- Implemented marketing events to gain community interest, increase awareness of Autism and meet financial goals.
- Conducted research for presentations directed towards expanding network of organization
- Managed patient treatment history in compliance with standardized policies and HIPPA regulations
- Participated in social skills group prompting for adolescents with ADHD and Asperger's Syndrome by using a rewards reinforcement system to regulate positive behavior
- Facilitated communications with clients and families to resolve issues
- Maintained 100% accuracy of quality assurance of charts for audits

### Executive Assistant to the CEO

20xx – 20xx

Abrams of North America, Montville, NJ

- Generated revenue by establishing new accounts, executing sales and assigning credit limits
- Prepared weekly sales, inventory and expense reports; organized meetings and travel itineraries

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## EDUCATION

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B.A. Psychology, Seton Hall University, South Orange, NJ 20xx

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## COMMUNITY INVOLVEMENT

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**Treasurer**, Seton Place Homeowner's Association, Kearny, NJ

20xx – present

**Volunteer Tax Preparer**, H&R Block, Ridgewood, NJ

20xx – present