

# Noelle Kolomay

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(630) 804 - 9245

## Technical Skills

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### Education

**Lake Park High School**  
High School Diploma

**2012**

**College of DuPage**  
Associates/Bachelor of Science in Business Management and Marketing

**Present**

### Skills

#### Systems

- Windows
- Mac OSX

#### Applications

- Microsoft Office
- QuickBooks

#### Skills

- Computer literate
- Organized
- Can work independently
- Can work in fast paced environment
- Accurate
- Multitasker
- Quick learner

## Professional Experience

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**Sentinel Technologies, Downers Grove, IL**  
Assistant Administrator

**Jan. 2016 – Present**

- Recruiting Admin Team Lead
  - Created manuals and procedures
  - Hosted training meetings
  - Run reports from database
  - Post jobs online
  - Recruiting requisitions (open, close, hold, hire)
  - Run background checks
- RFPs
- Format Contracts and BOMs (SMARTnet, HANS™, Managed Services, T&M)
- Format proposals
- Office Maintenance – supply stock and catering for meetings

**Sentinel Technologies, Downers Grove, IL**  
Receptionist

**July 2015 – Jan. 2016**

- File paperwork and run background checks
- Created spreadsheets
- Format resumes
- Create procedures
- Order supplies
- Recruiting requisitions (open, close, hold, hire)

**Wheaton Eye Clinic, Wheaton, IL**  
Support Service Representative

**Sep. 2013 – July 2015**

- Patient check-in
- Schedule appointments
- Call center and Cross trained on switchboard
- Money transactions and balanced drawers
- Know privacy acts and basic medical terminology
- Take care/keep track of doctors schedules

**Fast Color, Addison, IL**  
Picker/Packer

**May 2013 – Sep. 2013**

- Check supplies and pack according to orders
- Inventory checks every month
- Shipping experience

**BMO Harris Financial Group, Roselle, IL**  
Service Representative

**Sep. 2012 – May 2013**

- Delivered superior customer service while performing essential banking services
- Accurately documented Accounts Payable/Receivable paperwork for manager review
- Prevented account fraud through keen attention to detail and documentation
- Received, sorted, and distributed mail and documents to all departments/personnel

**Turtle Wax Auto Appearance Services, Bloomingdale, IL**  
Customer Service Representative/Cashier

**May 2011 – Sep. 2012**

- Punctually checked supply inventories, placed supply orders, and replenished supplies for service department
- Facilitated training and development of new employees in the service department