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| CHANEL EDWARDS  (718) 530-8743  40-03 Vernon Blvd #6d Long Island City, NY 11101  Chanel.edwards@mail.citytech.cuny.edu  <http://ccsos411.wix.com/chanel> |  |

Objectives

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals

Education

New York City College of Technology ⦁ Fall 2016

* Bachelors in Human Services
* Dean’s list Spring of 14’

New York City College of Technology ⦁ Spring 2006

* Associates in Hospitality Management
* Dean’s list Fall of 03’

Experience

Hanac Inc. ⦁ September 2014 – Present

* Assess needs of community residents
* Refer individuals and families to corresponding community partners based on the needs of their assessment
* Compile and organize the entry of data as required by NYSED into ASISTS database

Compulink Technologies, Inc ⦁ February 2012 – April 2014

* Ensure complete understanding of bid requirements, scope of work, make additions and deletions to the quotations and proposals sent out to state and local agencies for IT needs under reselling guidelines
* Provide status reports to management on overall sales.
* Out Source new suppliers for different commodities, Maintain Supplier Data Base and administers vendor performance to evaluate the best suppliers with respect to delivery performance, pricing and quality of materials supplied etc

Parkmed ⦁ Septemeber 2007 – September 2011

* Handled insurance claims, including private, Medicare and insurance fraud.
* Entered ICD-9 codes into a computer system that was used to generate invoices for paitients’ diagnosis and insured correct level of service for other CPT codes
* Performed collections and handled patient inquiries via telephone and in writing

Casa Spa & Fitness ⦁ October 2006 – May 2007

* Carried out health and safety checks on equipment and arranged the cleaning of all areas
* Maintained high levels of customer service and handled complaints, sales and marketing for the establishment
* Managed and constantly reviewed the fitness center’s timetable, handled inbound/outbound calls, emails, payments, sales and inventory

H&M ⦁ April 2004 – May 2006

* Demonstrated my immense ability to work as part of and lead a team
* Managed cashiering activities in areas of purchasing, returns and exchanges.
* Committed to providing superior service to customers by assisting them in their selections, and by responding to their requests, inquires, suggestions and /or concerns

Skills

* Proficient in Microsoft Word, Excel, and PowerPoint