

Alexandra Williams

Milwaukee, WI 53218

williams204288@gmail.com

+1 786 930 2922

Professional Summary

Hello my name is Alexandra Williams and im seeking employment. Im recently relocating from West Palm Beach to Milwaukee Wisconsin looking to building a career and retire . I have 10+ years of experience in the fields listed below.

STORAGE FIELD, HEALTHCARE, AND REMOTE and Face TO Face CUSTOMER SERVICE . I'm a hard working individual seeking not only employment but a career as well. Hopefully can be part your team! Im a very persistent person very eager and willing...I have reliable transportation and able to work weekends and nights i promise you wont be disappointed.

Sincerely Alexandra Williams

Authorized to work in the US for any employer

Willing to relocate: Anywhere

Willing to relocate to: Milwaukee, WI

Work Experience

DBQ Reviewer for the VA

infinite Computer Solutions-West Palm Beach, FL

November 2024 to Present

I'm a Questionnaire for the VA within the Veterans Affairs department who is responsible for examining and evaluating completed Disability Benefits Questionnaires (DBQs) submitted by veterans as part of their disability claims process, assessing the medical information provided by a doctor to determine the appropriate disability rating for a veteran's condition.

Care Facilitator

Dedicated Senior Medical Center-Riviera Beach, FL

May 2024 to October 2024

serves as a patient advocate delivering and providing exceptional customer service. The incumbent in this role checks patients in to and out of the medical clinic and provides basic secretarial and administrative support.

Property Manager

Extra Space Storage-West Palm Beach, FL

September 2023 to May 2024

Preparing and managing budgets.

Attracting new tenants through advertising, property viewings, and encouraging referrals.

Interviewing tenants and running credit checks.

Setting rental rates, negotiating and enforcing lease agreements.

Addressing tenant complaints and inspecting vacated units.

Contracting and supervising repairs and maintenance work.

Collecting rent, dealing with late payments, and handling operating expenses.

Maintaining records of income, expenses, signed leases, complaints, maintenance, etc.
Preparing reports on the financial performance of properties.
Terminating leases and initiating eviction proceedings.

Property Manager

Public Storage-Atlanta, GA
May 2022 to June 2023

Preparing and managing budgets.
Attracting new tenants through advertising, property viewings, and encouraging referrals.
Interviewing tenants and running credit checks.
Setting rental rates, negotiating and enforcing lease agreements.
Addressing tenant complaints and inspecting vacated units.
Contracting and supervising repairs and maintenance work.
Collecting rent, dealing with late payments, and handling operating expenses.
Maintaining records of income, expenses, signed leases, complaints, maintenance, etc.
Preparing reports on the financial performance of properties.
Terminating leases and initiating eviction proceedings.

PCA Personal Care Assistant

A womens preferred Health Clinic-Atlanta, GA
August 2021 to May 2022

- Takes vital signs and records this information on a medical chart
- Assists with the collection of lab specimens
- Transports patients to and from operating rooms, laboratories, and examining rooms
- Helps with bathing and grooming tasks
- Assists patients who need help walking or standing
- Communicates a patient's needs to nurses and doctors as appropriate
- Feeds patients, ensuring that any special dietary needs are strictly adhered to
- Aids people in the use of any medical devices and equipment required for their specific condition
- Assists individuals with taking medication when needed
- Lifts patients in order to move them and prevent bedsores
- Updates relief workers on any unusual situations that may need to be addressed during their shift

DSP (Direct Support Professional)

CSS Healthcare Services-Atlanta, GA
August 2019 to April 2020

Making sure goals are met for the client to better themselves in life
Provide direct care to those with intellectual and developmental disabilities.
Performs personal care tasks, including assistance with basic personal hygiene and grooming, feeding, and ambulation, medical monitoring, and health care related tasks.
Fosters positive relationships between caretakers and individuals served.
Ensures client safety and maintaining a safe environment.
Reminds and assists clients with self-administration of medications (with proper training).
Encourages self-help activities.
Reports changes in client's condition or family situation to administrators and supervisors.
Documents services provided.
Performs home management functions such as light housekeeping, laundry, bed making, and cleaning.

Plans meals, shopping for groceries, preparing and serving food/meals, feeding and clean-up.
Accompanies clients to scheduled appointments and transports clients or running errands for clients.
Assists with toileting, including bedpans, urinals, and commode chairs as necessary.

Medical Receptionist

Atlanta Ropheka Medical Center-Atlanta, GA

July 2019 to February 2020

- Takes vital signs and records this information on a medical chart
- Assists with the collection of lab specimens
- Transports patients to and from operating rooms, laboratories, and examining rooms
- Helps with bathing and grooming tasks
- Assists patients who need help walking or standing
- Communicates a patient's needs to nurses and doctors as appropriate
- Feeds patients, ensuring that any special dietary needs are strictly adhered to
- Aids people in the use of any medical devices and equipment required for their specific condition
- Assists individuals with taking medication when needed
- Lifts patients in order to move them and prevent bedsores
- Updates relief workers on any unusual situations that may need to be addressed during their shift

Customer Service Representative/Call Center

Sitel-Pompano Beach-FL

October 2018 to June 2019

Contracter

Processing orders

Customer service

Notify and adjusting orders and accounts

Chatting/calls

Inbound/ calls

Locating orders and accounts

Communicating with Vendors and Manufacturers

US Storage Centers a U Haul

StorSafeStorage

September 2018 to May 2019

Preparing and managing budgets.

Attracting new tenants through advertising, property viewings, and encouraging referrals.

Interviewing tenants and running credit checks.

Setting rental rates, negotiating and enforcing lease agreements.

Addressing tenant complaints and inspecting vacated units.

Contracting and supervising repairs and maintenance work.

Collecting rent, dealing with late payments, and handling operating expenses.

Maintaining records of income, expenses, signed leases, complaints, maintenance, etc.

Preparing reports on the financial performance of properties.

Terminating leases and initiating eviction proceedings.

Call Center Representative

United Health and Wellness-Boca Raton, FL

June 2017 to August 2018

I interact with customers over the phone, answering questions, addressing concerns, providing information about products or services, taking orders, processing returns, and handling complaints, essentially acting as the frontline of a company to resolve customer issues through phone communication.

Telemarketing Representative

First care services-Fort Lauderdale, FL

April 2016 to September 2017

Offering pain cream to patients in need that's enduring pain which require me to interact with customers over the phone, answering questions, addressing concerns, providing information about products or services, taking orders, processing returns, and handling complaints, essentially acting as the frontline of a company to resolve customer issues through phone communication.

Making Sure Staff and Patients are

Jupiter Medical Center-Jupiter, FL

February 2015 to April 2016

Maintaining the cleanliness and sanitation of all hospital areas by cleaning patient rooms, common spaces, restrooms, and medical equipment, adhering to strict infection control guidelines to ensure a safe and hygienic environment for patients, visitors, and staff; this includes tasks like making beds, emptying trash, disinfecting surfaces, and properly disposing of biohazardous waste.

Sales Associate

Saks Fifth Avenue-Palm Beach Gardens-FL

August 2014 to November 2015

Making sure the client gets everything he or she needs and deserves. I help customers find products, process sales, and build customer relationships. They also maintain the store and participate in events.

Sales Associate

New York & Company-Wellington, FL

June 2013 to April 2014

Responsibilities

Cashier, Organize items, supervise, and manage accounts. I help customers find products, process sales, and build customer relationships. They also maintain the store and participate in events.

Education

Associate in Medical

Kaplan college - West Palm Beach, FL

January 2015 to December 2016

High school diploma

Bryant & Stratton College

March 2006 to May 2006

Skills

- Microsoft Office Links <http://Wisconsin.Im>
- Sales
- Call Center

- Medical Receptionist
- English
- Medical office experience
- Supervising experience
- Customer Service
- Customer Care
- 4G/LTE
- CSR
- Computer skills
- Management
- Customer Support
- Organizational skills
- Medical terminology
- Home health
- Typing
- Customer service
- 5G

Certifications and Licenses

Driver's License