
Rama Khorchid

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EDUCATION

DALLAS COMMUNITY COLLEGE- DALLAS, TX

Associates of Science

UNIVERSITY OF TEXAS AT DALLAS – DALLAS, TX

Double Bachelor of Science in Psychology and Brain Behavior Science

BACKGROUND

I am a working professional with 5+ years of experience in Technology, Business Services, Project Management, and Customer Service. I am looking for a challenging position that will allow me to apply and expand my professional knowledge in Human Resources and the Talent industry. My current position and exposure to the industry has reassured me of my long-term interest in establishing a meaningful career in this department enhancing my business and project development skill set.

PROFESSIONAL EXPERIENCE

Deloitte – Executive Coordinator

January 2022 – Current

- Facilitated interviews as the primary contact between candidates and PPMD's to advance business opportunities.
- Provided high level of virtual administrative support for a collective group of clients through interpersonal and technical skills (collaboration, project management, research, strategy, technology)
- Promoted company team culture with shared goals and responsibilities by leveraging strengths, specialized skills, and communication.
- Optimized on an efficient work style using collaboration, Outlook, and Teams manage the fast-paced environment and demands.
- Maintained Confidential Personally Identifiable Information (PII) for internal and external clients.

State Farm – Insurance Specialist

February 2020 – December 2021

- Maintained confidential records on individual insurance claims and incorporated into PII confidential client files.
- Managed 200-300 clients per day displaying consistent, positive attitude towards customers, peers, and other personnel, multi-tasking in fast past environments.
- Determined client needs and financial solutions by attentively assessing company strategy plans.

Mora's Health Care – Personal Care Coordinator

September 2019 – September 2021

- Monitored, tracked, and conveyed patient information to healthcare staff to optimize treatment planning.
- Evaluated patients to identify and address wounds, behavioral concerns, and medically relevant symptoms.
- Established ability to work in a highly confidential environment with the ability to escalate as needed.

American Wholesale Inc. – Administrative Assistant

September 2016 – October 2018

- Provided excellent customer service (via phone, email, and our website), entered/ processed invoice orders and inventory data, managed customer accounts, followed up on sales inquiries and leads, assisted in general office work.
 - Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
 - Ability to work effectively in a dynamic and fast environment, operating independently with minimum supervision.
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SKILLS

Computer Skills: Microsoft, Outlook, Teams, Zoom, PowerPoint, Excel, Applicant Tracking, ArchiveIT, Aspire, Magnet, SWIFT, CP3, Billing Online Systems (BOS), EPIC, DocuSign, Compliance.

Personal Skills: Adaptive, Ability to work independently, Detail Oriented, Data Monitoring, Collaboration, Creative Skills, Event-planning skills, Exposure to a large corporate environment, Manage multiple tasks, Problem-Solving, Project Management, Strong written and verbal communications, Statistical Analysis, Time Management, Languages (English, Arabic, Spanish).