

# Blair Wittig

Windsor, CO 80550

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+1 630 542 6984

Authorized to work in the US for any employer

## Work Experience

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### **Customer Service II**

Prosci, Inc - Fort Collins, CO

November 2022 to Present

- Assist current and future clients with materials and course concerns via softphone client
- Place orders for physical products via Salesforce and Business Central
- Update subscriptions via Salesforce
- Assist with Website resource support
- Make payments via Business Central
- Processed invoices via Business Central
- Conduct end of day payment processing via Business Central

### **Encrypt Technician**

Colorado Division of Vocational Rehabilitation - Fort Collins, CO

September 2021 to December 2021

- Prepped files for scanning into cloud database
- Collated files per industry standard
- Scanned files into cloud database
- Solved any problems with scanner/copier
- Logged progress on worksheet

### **Freelance SEO Content Writer**

SharpNET Solutions - Fort Collins, CO

March 2021 to August 2021

Writing SEO content

### **QA Tester**

Pitmon Enterprises - Loveland, CO

October 2019 to May 2020

Greeted and addressed clients' questions

- tested electronics for quality control before shipping
- listed electronics on Amazon
- basic repair and prep of controllers to be shipped

### **Administrative Representative**

ENTERPRISE HOLDINGS INC - Fort Collins, CO

March 2012 to March 2018

- Updated files with personal information and communications
- Contacted recovery specialists with liability information
- Assessed loss information to make liability decisions
- Contacted insurance companies to update files
- ran reports to obtain subrogation documents
- processed accounts payable
- analyzed discrepancies with vehicle repair department

### **Administrative Assistant**

CHESTNUT HEALTH SYSTEMS - Bloomington, IL  
December 2011 to February 2012

- Assisted clients with urgent concerns
- Administered information
- Added and canceled appointments
- Assisted staff with meetings
- managed incoming payments
- used various resources to inform clients

### **Library Assistant**

NORMAL PUBLIC LIBRARY - Normal, IL  
September 2007 to December 2011

- Assisted patrons with research
- Updated patron library cards
- Discharged and checked out materials
- Repaired books
- Assisted patrons with general library questions
- Assisted librarians with the compilation of needed items

### **Chiropractic Assistant**

THE MAIN SPINAL CENTER - Bloomington, IL  
March 2007 to June 2008

- Managed and updated patient files
- Maintained correspondence with current and previous patients
- Created new patient files
- Maintained correspondence with insurance companies via fax

### **Organizational Support Specialist**

TECHNISOURCE, INC - Bloomington, IL  
December 2006 to June 2007

- Scribed at meetings
- Ran and composed reports
- Managed access of database through Lotus Notes
- Reserved rooms through Internet
- Reserved teleconference lines through the phone
- Created databases using Internet and Lotus Notes
- Submitted orders for books via phone and Internet

## Education

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### **Bachelor of Arts in English**

ILLINOIS STATE UNIVERSITY - Normal, IL  
2003 to 2005

### **Associate of Arts**

COLLEGE OF DuPAGE - Glen Ellyn, IL  
2000 to 2003

## Skills

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- Accounts Payable
- Administrative Assistant
- Billing
- Receptionist
- Outlook
- Word
- Microsoft Office
- Data Entry
- MS Office
- English
- Library Services
- Databases
- Quality Assurance
- Test Automation
- Software Testing
- Clerical experience
- Communication skills
- Customer service