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Please view my resume and recommendations at [www.linkedin.com/in/patrycjakoziol](http://www.linkedin.com/in/patrycjakoziol)

## Objective

Obtaining position in the company.

## Skills

- Microsoft Office Suite 2007 (Word, Excel, Outlook, Power Point)
  - Microsoft Windows
  - Macintosh Computers
  - PC Compatible Computers
  - Vista (Manufacturing Database Program)
  - Syspro (Manufacturing Database Program)
  - FilePro (Manufacturing Database Program)
  - Gage Tracker (Calibration Database Program)
  - Apogee (CMM Software)
  - CMM Manager (CMM Software)
  - MCosmos (CMM Software)
  - PC/DIMS (CMM Software)
  - Measure X (QVI/RAM software)
  - Adobe Illustrator
  - Adobe Photoshop
  - Adobe Reader
  - Dreamweaver
  - Desktop Publishing
  - Gold Mine (Computerized Yellow Book)
  - Artronix v 1.0.3 (Program for Payroll and Invoice Entry Designed for Trucking Companies)
  - Dr. Dispatch
  - PC Miler
  - Transcore 3sixty
  - QuickBooks
  - Agent (Remote Dialing - Program for Telemarketing)
  - Athena (EMR – Electronic Medical Records)
  - Greenway Prime Suite (Scheduling Appointments and EMR)
  - Able to Learn FAST New Computer Program
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- Calibration
  - Lean manufacturin
  - Using and setting up tools (bore gauge, micrometer, caliper)
  - Reading blueprints
  - CMM (Starett – manual CMM; Brown & Sharpe, Mitutoyo – automated CMM)

- Use Solidworks to write CMM programs
  - QVI/RAM Vision System
  - Falcon Optical Measuring System
  - Optical Comparator
  - Understand and follow ISO procedures and standards
  - Understand GD & T
  - Understand and follow ASME guidelines
  - Fast Typing Skills (50 WPM)
  - Office Procedures
  - Telephone Skills
  - Collections
  - Truck dispatch (local and interstate)
  - Accounts Payable and Receivable
  - Filing and Editing
  - Mailing Skills
  - E-Mail Skills
  - Using Xerox, Fax and Stamp Machines, Calculator
  - Web Searching Engines
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- Write, Speak, Read in English
- Write, Speak, Read in Polish
- Customer Service Skills

## Employment History

### **Quality Inspector** at CEF Industries Ltd, Addison, IL

Tel. 630-337-1556

Dates of employment 5/28/2012 – 11/04/2013

Responsibilities: inspecting incoming parts from vendors and company machine shop, making sure they are made according to the specifications, purchase orders and procedures, creating FAI's, creating inspection reports for government source inspectors, verifying dimensions of military and other parts on CMM, RAM, Falcon Optical Measuring System, optical comparator and by using variety of gages, 1<sup>st</sup> piece inspections, In-Process inspections, PPAP

Reason for leaving: Company received level 4 corrective action from the government, which shut down quality and most operations.

### **Quality Clerk/ Quality Inspector** at AM Precision Machining Inc., Elk Grove Village, IL

Tel. 847-439-9955 x 106

Dates of employment 10/15/2011 – 4/15/2012

Responsibilities: reading and ballooning blueprints, creating in-process inspection, first article inspection (FIA) and final inspection records, setting up and giving out tools to operators (bore gauges, micrometers, height gauges), calibrating tools according to ISO standards, handling preparation for internal audits, as well as ISO audits, creating Certificates of Conformance, Non-

Conformity Reports and Corrective Actions, creating Purchase Orders, managing incoming materials

Reason for leaving: On lay-off for a more than a month, bounced check on two different occasions

**Dispatcher/ Administrative Assistant** at J.F. Freight, Palatine, IL

Tel. 800-939-7623 x 249

Dates of employment: 7/15/11 – 09/04/11

Responsibilities: dispatching local trucks, dispatching trucks to the west coast, searching loads and posting trucks on Transcore 3sixty program, making trip sheets, entering data into Dr. Dispatch program, making morning check calls with drivers, collaborating with Menards, Wal-Mart, U.S. Cold Storage and other known brokerage companies, assisting with truck service on the road, administrative assistance to accounts payable and receivable

Reason for leaving: due to economical problems company had to cut hours and personnel

**Medical Assistant/ Medical Receptionist** at Women's Doc (OB/GYN)

Alexian Brothers Physicians Offices, Elk Grove Village, IL

Tel. 630-582-8600

Dates of employment: 04/11 – 06/11

Responsibilities: performing venipuncture, U/A, vital signs, greeting patients, answering phones, updating and assembling charts, calling in prescriptions, following up on patients, getting prior authorization from medical insurances, OB/GYN care

Reason for leaving: no benefits, low pay, after two weeks of work I was transferred to corporate office and told to work as an administrative assistant

**Medical Assistant** at Dr. Cathie Dunal Medical Office

Northbrook, IL

Tel. 847-205-2056

Dates of employment: 03/10 – 05/10

Responsibilities: performing venipuncture, U/A, vital signs, greeting patients, answering phones, updating and assembling charts, calling in prescriptions, following up on patients, getting prior authorization from medical insurances

Reason for leaving: far travel, decreasing number of hours

**Medical Assistant/ Medical Receptionist** at Limra Medical Group

Lombard, IL.

**160 hours** of internship.

Tel. 630-916-3000

Dates of employment: 12/09 – 03/10

Responsibilities: interacting with patients, performing venipuncture, U/A, EKG's, patient Hx, vital signs, breathing treatments, greeting patients, answering phones, updating and assembling

charts, calling in prescriptions, following up on patients, getting prior authorization from medical insurances

Reason for leaving: end of the externship

**Telemarketer/Salesperson** at Polish Dealer Association of Dish Network,  
Rolling Meadows, IL  
Dates of Employment: 02/07 – 05/09

Responsibilities: using Agent program (predictive dialing numbers); selling products to customers from all over USA; interacting with clients; setting up installation of our products; creating schedules for technicians

Reason for leaving: company moved to New York City in May 2009

**Administrative Assistant** at Extreme Freight Ways Inc.  
Chicago, IL  
Dates of Employment: 10/04 – 12/06

Responsibilities: entering detailed information from an invoice into computer program; preparing payroll for 30 truck drivers; collecting money from creditors; interacting with brokers all over USA by telephone on daily basis; collections; preparing bills for factoring company

Reason for leaving: company went bankrupt in December 2006

**Office Manager** at M&J Immigration Resources Inc.  
Harwood Heights, IL  
Dates of Employment: 02/02 – 08/04

Responsibilities: supervising two employees; handling clients, scheduling appointments; making large bank deposits; filling out, reviewing and sending forms to Department of Homeland Security facilities

Reason for leaving: owner had been arrested for fraud in August 2004

## Education

**BIR Training Center** Graduation Date: September, 2014  
3601 W Devon Ave, Chicago, IL 60659

Courses: M1: Comprehensive CNC, which includes: Blueprints and Quality Control; Shop Mathematics; CNC Lathe G-Codes Setup & Operations; CNC Lathe G-Codes Part Programming; CNC Mill G-Codes Setup & Operations; CNC Mill G-Codes Part Programming; Mastercam I: Design & Drafting; Mastercam II: CNC Programming; Coordinate Measuring Machine (CMM); Advanced CMM Skills; CNC Conversational Control Operations (Includes Sate Exam); MazaCam Part Programming

**Illinois School of Health Careers** Graduation Date: February, 2010  
8750 Bryn Mawr Ave., Ste 300, Chicago, IL 60631  
Courses: Medical Assisting (Theory and Clinical Skills)  
G.P.A. 4.0/4.0 Attendance 98%

**College Excel Classes at Northwestern Business College** (attended in junior and senior year of high school) Graduation Date: May, 2003  
4829 North Lipps Ave., Chicago, IL 60630  
Courses: Medical Terminology Levels I and II, Anatomy & Physiology I, Clinical Assisting Skills  
G.P.A. 4.0/4.0 Attendance 100%

**Prosser Career Academy** Graduation date: June 16, 2003  
2148 North Long Ave., Chicago, IL 60639  
Courses: English, Math, Science, Foreign Language (Two years of Spanish), Graphic Design  
G.P.A. 3.35/4.0, Attendance 97%

### Employment Skills

- Developed ability to work in a fast-paced atmosphere
- Quickly starting and maintaining very good customer relations
- Resolved customer complaints on as-needed basis
- Accurately calculated and made daily deposits of up to \$10,000
- Ability to follow instructions and make decisions with no supervision
- Motivated and supervised two employees on daily basis for period of 2.5 years
- Maintained all duties without major error
- Give out responsibilities to employees to meet company's expectations
- Effectively developed telephone communication skills and consistently meet due dates
- Conducting office meetings

### Achievements

- Honor Roll Student at Illinois School of Health Career for 4.00 GPA
- Honor Roll Student at Prosser Career Academy for accomplishments all throughout four years
- CPR/AED Certification from Red Cross
- Certification for Medical Assistant from AAMA
- Attended rank of Girl Scouts through the grammar school and one year of high school in Poland
- 3<sup>rd</sup> prize in the category of grades 10 in International Competition in Mathematics in 2001
- Won 1<sup>st</sup> Prize in a contest to create a logo for Youth Action Program in 2002
- Certificate of participation in ESL Writing Contest 2001 and 2002
- Prosser Career Academy Student of the Month September 2000
- Polish Language Honor Society Certificate of Recognition 2002
- Northwest Business College Certificate for Fall 2001 College Excel Semester for outstanding attendance, dependability and punctuality