**Iryna Bahram**

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**Arlington Heights IL 60005**

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**Strengths**

* **Strong analytical and communication skills**
* **Result oriented**
* **Ability to multi-task**
* **Impeccable work ethic**
* **Strong ability to maintain professional appearance**
* **Strong retail skills**
* **Bilingual (Russian, Polish, Ukraine)**

**Accomplishments**

* **Project coordination for installment of Magnetic Resonance Image(MRI)system as new additions to existing business**
* **Establish and maintaining high standards for quality of care and patient safety.**
* **Ensure compliances with policies and standards of regulatory and accreditation bodies.**
* **Take initiative to improve both practice and outcomes, incorporating best practice in professional field.**

**Experience**

**2010-Current Office manager**

**ME MRI**

**3295 N Arlington Heights rd suite#114**

**Arlington Heights IL 60004**

* Create a better organizational system for the office.
* Recording office expenditure and maintain office budget.
* Maintaining all paperwork affiliated with procedures and employees time sheets.
* Overseeing the recruitment of new staff including training.
* Coordinate communication with vendors and customers.
* Maintaining the condition of the office and arranging for necessary repairs.

**2009-2010 Country Way Transportation, Dispatcher /Customer service**

**2001-2007 Sales associate/assistant manager**

**Room Place**

**1000 Rohlwing rd**

**Lombard IL 60148**

**Education**

**1989-1992** College of Business and Accounting Ukraine

Bachelor of Science.

**2013** Your House Academy Berkshire Hathaway Real Estates School

Active Real Estates Broker License