

# Christopher Anosike

**"Communication builds trust."**

Elmont, NY 11003

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Disclaimer: "OFTEN TIMES, PEOPLE ASSOCIATE 'BRAND WITH QUALITY' AND 'QUALITY WITH REPUTATION'."

Effective communicator with excellent customer service and problem-solving skills seeking a new opportunity. "HELP OR HARM" is my favorite decision-making framework. "VRIO" model; "MCKINSEY 7S" model; "PORTER'S FIVE FORCES" model---- are my favorite business frameworks. Detail-oriented with a keen sense of teamwork with excellent written skills. Strong organizational and quantitative skills. Great mathematical and reasoning skills. Excellent time- management skills. Microsoft Word, Excel, Outlook and PowerPoint. Ability to type 35 wpm. Ability to work a flexible schedule including nights, weekends and holidays. Can lift 40+ lbs.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Powershift Ambassador**

The Shark Group-New York, NY

November 2019 to Present

- Advertising and Marketing Consulting Services
- Media services
- REPRESENT DAYMOND JOHN & HIS BUSINESS PREOJECTS

### **Billing Clerk**

First Hope Home Health Care-Philadelphia, PA

June 2018 to December 2019

- Ensured security and confidentiality of patients' information. Kept patient's records, payment schedules, and insurance updated into company database
- Encrypted medical charges through the standard codes using ICD-9, ICD-10
- Managed computer system; dealt with sending out bills to patients and insurance companies

### **Bethune Fellow**

New York Urban League-New York, NY

April 2016 to November 2016

- Actively engaged in some area of teaching, education policy, and/or civil rights issues in education
- Attended boot camp sessions and complete pre-reading assignments, group consensus follow-up assignments and production of final project and distribution of surveys and production of final project and distribution of surveys

- Championed seeing the quality of education significantly improve for NYC underserved communities
- Contributed to an impact report on the Common Core standards, teaching effectiveness and personalized learning
- Encouraged cultural competencies reflective of New York's urban communities and schools
- Participated in group sessions with Teaching Matters and Educators4Excellence intended to close the education gap
- Proposed and tested hypotheses on recommendations used to inform policy makers, funders, and school system
- Worked harmoniously in groups with diverse opinions or approaches to reach a common goal

### **Associate Leader**

Free Library of Philadelphia-Philadelphia, PA  
September 2010 to May 2014

- Coordinated academic workshops in subjects like math and science
- Maintained a secure and welcoming learning environment
- Set up games to enable interactive learning

### **Shipping and Receiving Clerk**

Queens Library-Jamaica, NY  
November 2010 to April 2012

- Moved inventory to various locations manually and by operating mechanical equipment, including forklift, pallet jack, and handcart
- Opened crates and other containers using hand tools to unpack items
- Sorted and stored items according to established procedures
- Used computer software to generate labels and keep track of equipment

### **Customer Service Associate**

J. C. Penney-Valley Stream, NY  
June 2010 to September 2011

- Assisted customers with inquiries regarding location of merchandise and other items found in the home and gardening division of the store
- Maintained a clean work-friendly environment for 9000+ weekly incoming and outgoing customers
- Processed cash and check transactions within 3 departments including the home department

### **Library Page**

Queens Library-Jamaica, NY  
December 2007 to June 2008

- Assisted with updating and maintaining the library's records
- Cleaned the library in the BST division [worked alongside Dorretta Hextall].
- Helped the library patrons with their questions, such as inquiring about where a book is located, dates of library programs and setting up library card accounts for new patrons

## **Stock Clerk**

Duane Reade-Franklin Square, NY

April 2007 to November 2007

- Checked shelves for missing or delinquent items
- Itemized and totaled merchandise at checkout counter
- Labeled new inventory on shelves and stocked shelves of new inventory
- Managed cash supply and maintained cash transactions
- Prepared inventory records and checked accuracy of inventory invoices
- Verified credit through means of identification

## Education

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### **Certificate in Soft Skills Mastery Class**

Workforce Opportunity Services - New York, NY

October 2022 to October 2022

### **Certificate in Workforce Essentials Workshop**

Columbia Center for Technology Management - New York, NY

July 2021 to July 2021

### **Bachelor of Business Administration (BBA) in Economics**

Temple University - Philadelphia, PA

August 2012 to May 2015

### **Associate of Arts (AA) in Liberal Arts**

Nassau Community College - Garden City, NY

August 2009 to August 2011

### **High school diploma**

Elmont Memorial High School - Elmont, NY

September 2003 to June 2007

## Skills

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- Financial Analysis (9 years)
- ICD-9 (2 years)
- Library Services (6 years)
- ICD-10 (2 years)
- Portfolio Management
- Proofreading
- Financial Planning
- Financial Modeling
- CPT Coding
- Financial Services

- Process Improvement (7 years)
- Forecasting (10+ years)
- Analytics
- Budgeting
- Blogging (8 years)
- Salesforce (10+ years)
- Financial Report Writing
- Business Analysis (10+ years)
- Retail sales (3 years)
- Curriculum development (3 years)
- Shipping & receiving (1 year)
- Stocking (1 year)
- Organizational skills
- Time management
- Customer service
- Computer skills
- Medical office experience
- Office experience
- Clerical experience
- Filing

## Languages

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- English - Fluent

## Links

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<https://christopheranosike.wordpress.com>

[https://rocketreach.co/christopher-anosike-email\\_643250045](https://rocketreach.co/christopher-anosike-email_643250045)

<https://www.backstage.com/u/ChristopherAnosike>

## Certifications and Licenses

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### **CLERK-LABORER 8036D**

October 2018 to October 2028

### **CCX: CALL CENTER REPRESENTATIVE-- EXAM #4024**

February 2024 to February 2034

### **LABOR RELATIONS ANALYST TRAINEE-- EXAM# 4060**

March 2024 to March 2034

## **Teaching Assistant, LEVEL 1 {CERTIFICATION}**

August 2018 to August 2028

ATAS 095= SCORE: 88%

## **Chartered Financial Analyst**

February 2017 to February 2027

CFA, LEVEL 1 (CFA INSTITUTE) = FITCH LEARNING [JUAN CABRERA]

## **Teaching Certification**

### **Professional Educator License**

### **Special Education Certification**

### **CASAC**

### **LMSW**

### **QMHP Certification**

### **LBS1**

### **MLO License**

### **RBT Certification**

## Assessments

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### **Customer service — Proficient**

November 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Data entry: Attention to detail — Proficient**

October 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Customer service fit — Proficient**

July 2024

Measures the traits that are important for success for customer service roles

Full results: [Proficient](#)

### **Retail customer service — Proficient**

January 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Attention to detail — Proficient**

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Front desk agent (hotel) — Proficient**

November 2023

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

### **Bookkeeping — Proficient**

December 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

June 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Call center customer service — Proficient**

September 2022

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

### **Recruiting — Proficient**

July 2024

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

### **Medical receptionist skills — Proficient**

October 2023

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

### **Middle school classroom management — Proficient**

July 2024

Minimizing classroom disruption and engaging students

Full results: [Proficient](#)

### **Business math — Proficient**

November 2020

Using basic math to solve problems in a business context

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

July 2021

Responding to customer situations with sensitivity  
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Groups

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### **Golden Key International Honour Society**

October 2019 to Present

### **Shawn Carter Scholar**

August 2009 to January 2015

Shawn Carter Foundation: Shawn Carter Scholarship