

Anthony Wawrzynek

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https://www.jobcase.com/profile/UU8FS_2ouA3JGgLp67xH7KrH

Facility/Office Support/Remote

An employment that utilizes and applies my education and skills.

WORK EXPERIENCE

TTEC • Torrance, CA • 09/2025 – 10/2025

CSR II

- Trained to assist members with their healthcare plans.

CONCENTRIX • Newark CA • 12/2024 – 04/2025

CSR – Advisor II

- Providing services for guiding customers with online and standalone tax application products. Had supported TI and other staff via chat support.

(Note: The position is of a seasonal duration/nature.)

SPHERION • Cincinnati, OH • 11/2023 – 03/2024

This is a staffing service, with jobs given on an assignment-to-assignment basis, thank you for your kind understanding.

Healthcare Appointment Setter

- Performing outbound member calls to schedule/verify wellness exam visits.

SUPPORT.COM • San Francisco, CA • 10/2021 – 05/2023

Premium Services/IFB – Customer Support

- Providing customer support via telephone and internet for premium services/IFB.

OLYMPUS BUILDING SERVICES • Tempe, AZ • 11/2018 – 05/2019

Janitor

- Performing custodial services for an educational institution.

(Note : Unfortunately experienced a mishap/road accident, hit by a vehicle while returning home after finishing my 2nd shift work on 5/21/2019 which temporarily placed such employment on leave etc. until updated etc., any questions regarding this matter to please contact, thank you for your kind understanding.)

CAREER STRATEGIES • Phoenix, AZ • 07/2018 – 09/2018

This is a staffing service, with jobs given on an assignment-to-assignment basis, thank you for your kind understanding.

Porter/Groundskeeper

- Performing renovation tasks including uninstalling and moving major appliances, teardown, trash removal and cleanup.
- Also performing touch-up painting tasks and trained other staffing members.

DYNAMIC SERVE TEAM • Glendale, AZ • 08/2016 – 02/2017

General Cleaner

- Performed commercial/facility cleaning tasks.

DCS FACILITY SERVICES • Stockton, CA • 12/2012 – 08/2016

Assistant Crew Lead

- Performed commercial/facility cleaning tasks.

AJILON OFFICE • Mesa, AZ • 09/2008 – 11/2008

File Clerk/Billing-Collections Support

- Collated/Copied/Filed/Pulled documentation and researched EOB requests.

SUN VALLEY GROUP • Tempe, AZ • 01/2008 – 08/2008

File Clerk

- Collated/Copied/Filed/Pulled documentation and performed file maintenance.

EVENTUS GROUP • Phoenix, AZ • 06/2007 – 06/2007

Clerical Support

- Prepared mailings and collated documentation.

SPECTRA INTERNATIONAL • Scottsdale, AZ • 09/1997 – 01/2005

Clerical Support

- Prepared mailings and collated/copied/typed/pulled documentation.

ONSTAFF/KFORCE • Scottsdale, AZ • 08/2000 – 08/2001

Clerical Support

- Collated/Copied/Filed/Pulled documentation; researched and verified claims; faxed/mediated verification requests and inputted account adjustments.

EDUCATION

Undergraduate Course Enrollment

Arizona State University • Tempe, AZ • 08/1983 – 05/1991

Associate of Arts

Phoenix College • Phoenix, AZ • 05/1984

GED Diploma in High School

Arizona Department of Education/Phoenix College • Phoenix, AZ • 05/1980

Diploma in Servicing Electrical Appliances/Air Conditioning – Refrigeration

National Radio Institute/McGraw-Hill Continuing Education Center • Washington, DC • 05/1979

CERTIFICATIONS

Computer Knowledge • 05/2025 – Present

QuizRanker

Workplace Health and Safety North America • 03/2025 – Present

Concentrix University

One Earth: Environmental Sustainability • 12/2024 – Present

Concentrix University

Customer Success Compliance • 12/2024 – Present

Intuit Learning Center

Security Awareness – Experts and Sales Consultants • 12/2024 – Present

Intuit Learning Center

Food Hygiene – Level 2 • 07/2024 – Present

Coformación – National Training Center

BA Policy and Procedures • 09/2022 – Present

Compliancy Group

Cyber Safety • 09/2022 – Present

Compliancy Group

HIPPA Part 1 • 09/2022 – Present

Compliancy Group

HIPPA Part 2 • 09/2022 – Present

Compliancy Group

Green Living (Sustainability) Certification • 12/2010 – Present

Expert Rating

Office Proficiency Assessment and Certification (OPAC) – Alpha/Numeric Filing •

06/2009 – Present

Maricopa Workforce Connections

Office Proficiency Assessment and Certification (OPAC) – Typing •

06/2009 – Present

Maricopa Workforce Connections

VOLUNTEERING & LEADERSHIP

N/A • 02/2017 – 07/2018

Caregiver For Family Member • Mesa, AZ

Caregiving for my sister who is a Social Security Disability recipient.

N/A • 11/2008 - 06/2012

Caregiver Aid For Family Member • Mesa, AZ

Caregiving aid with my sister who was the primary caregiver for my father, a veteran: mobility assistance, cleaning, and arranging/helping with transportation.

SKILLS

Account Editing, Account Verifying, Adobe Acrobat, Alpha/Numeric Filing, Altruista/
GuidingCare, Amazon Connect, Amazon Workspaces, Authenticator, Avaya CT Suite, Basic
computer skills, Call center customer service, Chrome Browser, Cisco Mobility, Cisco WebEx,
Claim Research, Claim Verifying, Cleanroom, Collating, Commercial Cleaning, Custodial
Care, Customer focus & orientation, Customer Service, Data Analysis, Data Checking, Data
Collection, Data Editing, Data entry, Data Input, Documentation Reviewing, DUO, Edge
Browser, Electrical Aid/Support, Electric Polishing, Electric Scrubbing, Emailing, English, EOB
Aid/Support, eService Delivery, eStart, Facets, Faxing, Filing, Five9 Softphone, Flexibility, Floor
Care, Global Protect, Gmail, Google Docs, Google Search Engine, Google Suite,
Groundskeeping, HealthEdge/HealthRules, HIPAA, IEP, InstaMed, Island Browser, Landscape
Care, Lawn Care, Lead Aid/Support, Live Chat/Texting, Maintenance Aid/Support,
Management Aid/Support, Mechanical Aid/Support, Medical Coding Aid/Support, Medical
Office Aid/Support, Medical Records, Medifax, Microsoft Office, Microsoft Outlook, Microsoft
Sharepoint, Microsoft Spreadsheets/Excel, Microsoft Teams, Microsoft Word, Mowing,
OfficeSuite, Open Office, Painting, Phone Etiquette, Phone Management, Photocopying, PingID,
Plumbing Aid/Support, Porter Aid/Support, Problem Solving, Propane Buffing, Reliability,
Renovating Aid/Support, Salesforce, Sanitizing/Sterilizing, Scanning, Slack, Supervisory Aid/
Support, Team Aid/Support, Technical support, Ten Key Calculating, ThinScale, Time
Management, Training Aid/Support, Troubleshooting Internet, Troubleshooting Smartphones,
Troubleshooting Software/Applications, Typing, Typing Speed, Verbal communication, Word
Processing, Workplace safety, Work style, Zimbra Webmail, Zoom