

Curtis Spivey

[REDACTED]
Aurora, IL. 60506
[REDACTED]
[REDACTED]

EXPERIENCE

Escape Strategy Aurora, Aurora, IL. — Manager

January 2017 - PRESENT

4.9 star rated business on Facebook, Google. Responsible for building and maintaining clientele. Flawless day to day operations, customer service and effective and positive leadership.

Credico USA, Chicago, IL. — IT Assistant

March 2012 - December 2016

Responsible for all IT and electronic related maintenance and upkeep for large corporate sales company. Worked exclusively with Finance & Accounting departments under the auspices of company CFO. Developed system workflows to reduce costs throughout the organization as well as in client operations.

Edward Hospital, Naperville, IL. — Sterile Processor

October 2006 - December 2011

Worked specifically for and at the direction of the Cancer Center, OB & Surgery units.
On-call and available 24 hours.
Shortened response time(s) throughout the hospital.
Proficient in advanced medical terminology and technology.

EDUCATION

Waubonsie Valley High School, Aurora, IL. — Diploma

July 1996 - August 2000

PROJECTS

Aurora Veterans Advisory Council — Council Member

YWCA - Volunteer

The Neighbor Project - Volunteer

SKILLS

Microsoft Office Suite -
Master

Wix, WordPress (Various
Website & Mktg. tools etc.) -
Master

Google SEO Suite(s) -
Experienced

REFERENCES

Melody Moy (Junior
Achievement Program
Director) - [REDACTED]

Larry Eichelberger
(Chairman, Aurora Veterans
Advisory Council) - [REDACTED]
[REDACTED]

MILITARY SERVICE

United States Navy (02-06)