

GINA QUIRICONI

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EDUCATION

Illinois State University
Bachelor of Science Degree
Biology Major
French Minor

Normal, IL
May 2018

EXPERIENCE

Storm Consulting Group, LLC
Administrative Assistant

Frankfort, IL
November 2019 - Present

- Upkeeps vendor, client, and employee information through detailed files and records in an organized space
- Oversees, manages, schedules, and ensures performance to company standard of a team of three employees
- Handles all administrative tasks for her superior including scheduling meetings, medical appointments, reservations, etc.
- Copy-edits all paperwork such as business contracts, employee handbooks, protocol and procedures, and office directories
- Upkeeps all inventory and merchandising materials such as business cards, marquees, and stationary

Countryside Veterinary Center
Patient Care Coordinator

Countryside, IL
June 2019 - September 2019

- Facilitated efficient admission of the pet while providing status updates to the client during the hospitalization
- Ensured all details in the discharge process were completed prior to the client arriving to pick up their pet by collaboratively working with multiple hospital areas
- Assisted veterinarians by acting as office liaison to ensure accurate communication between doctors, clients, and their pets' needs

Greenwood Wildlife Rehabilitation Center
Wildlife Rehabilitation Intern

Longmont, CO
June 2017 - August 2017

- Aided in various injured animals' restoration to health with the end goal of properly releasing them back into their natural habitats
- Prepared meals for birds and waterfowl followed by scheduling and executing habitual feeding times
- Oversaw daily hygiene procedures regarding wildlife and the proper sanitation of clinic centers to maintain hospitable environments

Illinois State University Neuroethology Laboratory
Student Laboratory Assistant

Normal, IL
October 2016 - January 2018

- Managed time-specific documentation of nematode *C. elegans* lifespan in Dr. Andres Vidal-Gadea's Neuroethology laboratory for his Duchenne Muscular Dystrophy project - prepared schedules, completed submittal process, and attended project meetings
- Ensured laboratory cleanliness, document organization, and fellow researchers were following safety guidelines and laboratory protocol

SKILLS

Knowledgeable in Microsoft Office, problem solving, sales, customer service, and interpersonal communication.