



Indianapolis, IN

(404) 553-1526

Monaguirguis66@gmail.com



Mona Guirguis

Expert who identifies customer needs and delivers effective solutions to problems. Committed to providing high-quality service to create a positive experience. Personal and professional under pressure. Bilingual in English and Arabic.

Experience

FEBRUARY 2020 – PRESENT

Specialist-Resource / St. Vincent Hospital, Indianapolis, IN

- Coordinate the processes associated with local/regional commodity, capital/minor equipment contracts and capital and major projects
- Manages equipment requirements for capital projects and the processes associated with major capital acquisitions by coordinating the sourcing, vendor negotiations, contracting and installation/acceptance process
- Provides training and education regarding supply chain matters
- Ensure that associates involved with supply chain systems are, updated with new releases, updates system changes

NOVEMBER 2019 – FEBRUARY 2020

Supply Chain Coordinator / St. Vincent Hospital, Indianapolis, IN

- Building supply racks, unpacking of product and filling storage bins on racking
- Delivering product to appropriate locations, setting up bins on racking

OCTOBER 2018 – NOVEMBER 2019

Patient Transportation Supervisor / St. Vincent, Indianapolis, IN

- Monitor the transportation budget to ensure funds properly utilized
- Get patients to correct location by studying patient service schedules, planning movement schedule
- Maintain safe secure and healthy work environment

Education

WAYNE TOWNSHIP ADULT EDUCATION CENTER - Indianapolis, IN – Pharmacy Technician

National Healthcare Association ExCPT Exam and First Aid + CPR Certification

2/7/2022- 6/9/2022

Bachelor of Business Administration

University of Cairo

December 1990 Cairo, Egypt

Soft Skills:

- Effective Communication
- Professionalism
- Promoting Team Work and Collaboration
- Thinking Critically and Solving Problems

WIN Career Readiness – Essential Soft Skills Certification

2022

References available upon request.