

Jayme E. Moehle
314-210-5486 jayme.moehle@gmail.com

Objective: To bring dedication, responsibility, and good work ethic to a position; combined with a desire to utilize my skills obtained through experience in the following areas:

Education:

Southern Illinois University at Carbondale, Carbondale, IL
Bachelor of Arts in Anthropology; Geography and Environmental Resources, May 2005
GPA: 3.50/4.00
Deans List and Excellence in Anthropology Award

LaunchCode
LC101 participant and graduate, Fall 2017

Professional Experience:

Washington University, St.Louis MO

Administrative Assistant Computer Science and Engineering July 2011- April 2016

- Updated the department web page in Sharepoint using HTML
- Compiled departmental statistics and data and provide data annually, or on request, to chair and associate chair for planning purposes and presentations
- Aided the associate chair with appointments, document preparation, and annual projects
- Served as administrative liaison between invited colloquium speakers and faculty host by arranging visit schedules and travel logistics as needed
- Assisted faculty director of the Research Experiences for Undergraduates summer program with organizational aspects of the program
- Processed and monitored progress of graduate student applications utilizing online system, Hobsons ApplyYourself
- Input courses using the university scheduling systems WUCRSL and SIS
- Covered duties of co-workers while away or as needed

Washington University, St.Louis MO

HIM Assistant/Team Leader Orthopedic Surgery January 2007-July 2011

- Technical Support for Allscripts Enterprise Electronic Health Records
- Resolved software errors with IT department and answered user questions by telephone, email, and in-person
- Responsible for HIM management duties when supervisor was unavailable

Southern Illinois University at Carbondale, Carbondale, IL

Geography Department Office Assistant and Teaching Assistant August 2003-December 2005

- Created and administered labs and examinations for more than 20 students
- Graded, tracked, and organized grades using Microsoft Excel
- Provided customer service by answering phone calls about department related questions
- Mailed quarterly journal of The International Water Resources Association and organized their database

Casa Gallardo Mexican Restaurant, Fairview Heights, IL
Hostess/Food Server *July 2001- August 2006*

- Supervised and trained co-workers
- Provided customer service by resolving and following up on customer complaints and concerns

Volunteer Experience:

- Rebuilding efforts in New Orleans after Hurricane Katrina; January 2006
- Saint Louis Children's Hospital, Saint Louis, MO; Summer 2006
- Food for Lane County; November 2006
- St. Louis Volunteer Group; Present