

ALYSSA MILLER

425-367-1287

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OBJECTIVE

My goal is to acquire a career where I can engage client relationships and find meaningful solutions for clients.

EDUCATION

PIMA Medical Institute

2015-2016 Veterinary science

Everett Community College

2010-2011 Transfer degree for teaching

LAKE STEVENS HIGH SCHOOL

2006-2010 High school diploma

EXPERIENCE

Coastal Community Bank 2817 Colby Ave **Loan Support Specialist/Personal Banker/Assistant Manager**

May 2021 - August 2021

New accounts, wire transfers, teller, audits, training/coaching, collect loan documents, and generate loan proposals.

Columbia Bank 1810 Everett Ave, Everett, WA 98201 **Personal Banker**

August 2018 - May 2021

Teller experience, wire certified, new accounts trained, completion of phase 1 CSS Premier Program, vault teller experience, focus on partner referrals to heighten client relationships, represented Columbia Bank at Water & Sewer District Conference and Daily Realty which resulted in a \$250M HELOC as well as full client relationship, currently mentoring two CSS's and ABM (Assistant Branch Manager), NMLS licensed, notary, and performed audits.

Absolute Mobility Center 21704 87th Ave SE, Woodinville, WA 98072 **Administrative Assistant**

October 2017 - March 2018

Answer multi line phone, appointment scheduling, collecting payments for services, vehicle purchase paperwork, vehicle trade in paperwork, misc. office requests.

Valley Cities Behavioral Health Clinic 8444 Rainier Ave S Seattle, WA 98118 **Administrative Assistant**

May 2017 - September 2017

Answer multi line phones, scanning/mailling/faxing medical records, scheduling appointments per client and clinician request, checking client insurance, and providing new clients with either mental health intake packets or substance abuse intake packets, and also providing support for clients struggling when in crisis.

Frontier Village Veterinary Clinic 9309 N Davis Rd Lake Stevens, WA 98258 **Client Care Coordinator**

January 2016-April 2017

Answer multi line phones, write medical notes, prescription requests, customer service, greet clients/patients, maintain cleanliness, email/fax medical records, collect payment at time of services, and double check data entries are correct.

Frontier Village Veterinary Clinic 9309 N Davies Rd Lake Stevens, WA 98258 **Veterinary Assistant Externship** March 2016 – April 2016

Frontier Village Veterinary Clinic 9309 N Davies Rd Lake Stevens, WA 98258 **Kennel Attendant** November 2015 – April 2016

Keeping up on the cleanliness of the clinic, assisting the techs with animals, doing laundry, cleaning kennels and runs.

Main Clothing Company 14090 Fryelands Blvd. Monroe, WA **Retail** September 2015 – November 2015

Check in new clothing, steam clothes, price tag clothes, find appropriate wardrobe for women, enter in new customer data, count down the till, lock and close the store.

Symmetry Electronics 20250 144th Ave NE #100 Woodinville, WA **Production** March 2015 – July 2015

Preparing cables for an MRI machine in a timed setting, high quality work and strong attention to detail is a must as well as being somewhat of a perfectionist.

Starbucks 3701 88th St NE Marysville, WA **Barista** May 2014 – March 2015

Making espresso drinks, providing top notch quality customer service, cleaning, doing dishes, taking out the garbage, strong communication skills, always staying upbeat and positive in any given situation, team player and strong individual skills.

Zodiac Aerospace 12810 State Ave Marysville, WA **Production/Manufacturing** Aug 2013 – April 2014

Building military airplane parts for the C17 and V22, filling out paperwork, and figuring out expiration dates.

Grocery Outlet 9620 State Ave Marysville, WA **Cashier/Manager**

Oct 2010 – Aug 2013

Helping customers, putting out new products, down stacking pallets, organizing aisles, safe count, changing tills, and locking the store at night.

SKILLS

- Friendly
- Hardworking
- Fast paced
- Organized
- Great attention to detail
- Problem solver

REFERENCES: Lauren Butler Personal Banker 425-760-7066 ThaiRy Dizon Assistant Branch Manager 206-473-8598