

Heather Archibald

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Education

Associates in Health Science

Brigham Young University-Idaho

GPA 3.7

July 23, 2019

Bachelor of Science in Healthcare Administration

Brigham Young University-Idaho

Current GPA 3.7

Expected Graduation 2021

Certifications

- CNA-Colorado Nursing Academy- Lakewood, CO June 1, 2018
- CNA Davis Tech- Kaysville, UT April 23, 1993
- QMAP – Colorado Springs, CO September 20, 2019

Clinical Experience

- Dental Laboratory small business daily operations
- Time management and strategic planning
- Customer service
- Organizational skills
- Proficient in Microsoft Word, Excel, PowerPoint
- Accounting- Accounts receivable, invoicing, account reconciliation, collections, QuickBooks
- Data analysis- ability to track and interpret data in many forms
- Multitasking
- Training and orientation of new staff

Work Experience

QMAP/ CNA /Restorative Aide Mill Vista at Wind Crest June 2018 - present

Executive Assistant Archibald Dental Laboratory Est. 1994 -2018

Manager Oakridge Country Club- Snack Shop 1998 - 2000

Volunteer

Columbine High School Assistant Cheer Coach- Weekly parent communications, bookkeeping, scheduling, ordering, shipping, fundraising, trip event planner 2011 - 2015

Service-Based- Various large service projects and fundraisers, LDS Helping Hands 1999 - present