

Stephen Bondurant

EXPERIENCE

Plumbers' and Pipefitters' Health and Wellness Center, Earth City— *Administrative Assistant*

Dec 2020 - Present

Greet and assist patients, visitors, and staff
Schedule and manage appointments
Maintain and update patient records
Maintain comprehensive records of patients and services provided
Handle incoming calls

Children's Advocacy Services of Greater St. Louis, St. Louis— *Clinical Technician*

May 2019 - Dec 2020

Enter forensic referrals on online databases
Create forensic files for forensic clients
Interact with clients and multidisciplinary team
Send consultation reminder emails for MoACTS groups
Enter client information on ClinicTracker
Answer and direct phone calls
Schedule cabs for client transportation
Submit and follow-up with work orders for office place upkeep

Children's Advocacy Services of Greater St. Louis, St. Louis— *Student Assistant Paraprofessional*

May 2018 - May 2019

Interact with clients
Answer and direct phone calls
Attend to children's needs
Entertain children

St. Michael School of Clayton, Clayton— *Aftercare worker/Camp Counselor*

January 2016 - May 2017

Attend to children's needs
Communicate with parents
Entertain children

SKILLS

HTML
CSS
Javascript
Node.js
Express.js
React.js
MySQL
MongoDB
Communication
Self-motivated
Organized
Patience
Time management
Interpersonal
Detail oriented
Multi-tasking

EDUCATION

**University of Missouri – St. Louis, St. Louis —
*Bachelor's Degree***

August 2017 - May 2019

Psychology

**St. Louis Community College- Meramec, Kirkwood —
*Associate's Degree***

August 2014 - May 2017

General Transfer Studies

Clayton High School, Clayton — *Diploma*

August 2010- May 2014

High school graduate

PROFESSIONAL REFERENCES

Lauren Scott
Business Administration Manager
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