

Work Incentives Coordinator Work Incentives Coordinator Work Incentives Coordinator -
INDEPENDENT LIVING RESOURCES Beaverton, OR To work in a field where I can empower and
support people to improve their lives. Authorized to work in the US for any employer Work
Experience Work Incentives Coordinator INDEPENDENT LIVING RESOURCES - Portland, OR
January 2019 to Present duties include helping individuals with disabilities understand how
employment is possible while receiving public disability benefits; research; interpret complex policy,
rules, and procedures; clearly communicating highly technical information; technical writing; and
working directly with individuals and partnering agencies Database Administrator / Records Clerk
INDEPENDENT LIVING RESOURCES - Portland, OR August 2016 to January 2019 1839 NE
COUCH ST, PORTLAND OR Program Operations Support - duties include database management,
consumer records management, federal and state reporting, researching and submitting community
resources to be included in statewide database, supporting staff with document processing
Receptionist/Front Desk Supervisor INDEPENDENT LIVING RESOURCES - Portland, OR April
2016 to January 2019 duties include answering multi-line phone system, greeting consumers in front
office, answering general questions about the resources and services ILR provides consumers,
maintaining cleanliness of front office and restrooms, supervising and training volunteers and
temporary receptionists, volunteer coordinator, organizing and planning events, maintaining room
reservation calendars Education Baccalaureate DEVRY UNIVERSITY ONLINE 2008 to 2012 Skills
Customer service, Multi-line, Telephones, Typing, Time management, Training, Excel, Outlook,
Powerpoint, Word, Teaching Certifications/Licenses Options Counseling Present Providing goal
identifying counseling sessions (2-3 sessions) to assist people in understanding options available
from a wide variety of sources. Focusing on achievable goals that utilize natural and community
supports. Assessments Basic Word Processing with Microsoft Word Highly Proficient July 2019
Measures a candidate's knowledge of basic Microsoft Word techniques for word processing,
including the use of tools to format or edit text. Full results:
https://share.indeedassessments.com/share_assignment/drb47ryxmctqdwhs Indeed Assessments
provides skills tests that are not indicative of a license or certification, or continued development in

any professional field.

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