

NATALYA Y. BELONozhko

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SUMMARY

- Two years of administrative experience in legal and government contractor settings.
- Solid Microsoft Office Suite and Information Technology experience.
- Exceptional attention to detail and proven record of meeting deadlines.
- Proven strong work ethic and communication skills.
- Bilingual – English/Russian.

EDUCATION

WASHINGTON STATE UNIVERSITY, VANCOUVER

B.S. IN PSYCHOLOGY - GPA 3.8, GRADUATED 2007

- President's Honor Roll for five consecutive semesters.
- Psi Chi National Honor Society in Psychology, 2008 – Present.

EXPERIENCE

Substitute ESL Instructional Assistant, DAVID DOUGLAS SCHOOL DISTRICT, Portland, OR Mar – Jun 2011

- Assisted students individually and in groups in grade levels 0-5 with lesson assignments.
- Assisted in translating weekly newsletters into Russian and distributing to students.
- Collaborated with Russian speaking parents regarding kindergarten enrollment.

Paralegal, FARRELL & SELDIN, Centennial, CO

Oct 2009 - Aug 2010

- Generated high volume of demand letters and produced collection related lawsuits.
- Improved organization, time keeping and accuracy of Letters department.
- Managed 13-line telephone and directed debtor calls to collectors.

Information Processor II, RAYTHEON COMPANY, Aurora, CO

Apr – Oct 2009

- Accelerated processing of requests for Information Technology department supporting 15,000 employees.
- Maintained employee and visitor Windows accounts and set account permissions.
- Tracked communication devices and completed troubleshooting for defective devices.

Paralegal, PARKER BUSH & LANE, PC Portland, OR

Oct 2007 - Feb 2008

- Interpreted for Russian speaking clients and compiled immigrant, visa and employment petitions.
- Prepared presentations for annual American Immigration Lawyers Association conference.

COMMUNITY ACTIVITIES

Alumni Advisory Board Member, CLARK COUNTY SKILLS CENTER, Vancouver, WA Apr 2003 - Mar 2009

Participated in curriculum reviews and guest speaking in Legal/Medical Office Applications Program.

Mentor, COLUMBIA RIVER MENTAL HEALTH SERVICES, Vancouver, WA

Mar 2007 – Mar 2009

Received Excellence in Mentoring Award for two consecutive years.