

MARK E. EIDEMILLER

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Portland, Oregon

503-702-0759

OBJECTIVE: Seeking temporary position as I am unemployed due to current government shutdown

COMPUTER SKILLS

- Windows XP and 7
- MS Office (Word, Excel, Access, PowerPoint, Visio)
- Adobe Acrobat

OFFICE SUPPORT

- Front desk phones / receptionist
- Standard office machines (fax, copier)
- Record-keeping and maintaining
- Reports, lists, charts, tables, posters, fliers

SKILLS AND PERSONAL TRAITS

Well Organized: Strong emphasis on maintaining accuracy in details; I don't give up until it's just right.

Creative problem-solver: I come to the rescue during problem situations, finding a solution with little guidance.

Self-directed: When given a pile of crude data, I compile a neatly packaged document and submit it to the appropriate parties, with no need for directions.

Dependable and Conscientious: Trusted with working with confidential personal information.

Friendly and courteous: As a first point of contact, I put customers at ease and ensure satisfactory service.

Quick-learner and easily adaptable: When presented with a major change (i.e., to a database or a process,) I acclimate with ease, and am often the one to explain the changes to supervisors and co-workers.

Database initiatives: Created/maintained the **recruitment database** on my own accord, crafting a simple interface for adding/editing information. Created the **parking database**, making access on demand for continuously changing information and standardizing reports.

Support: Especially in times of stress, I anticipated needs in my department and contributed on my own volition.

Administration: I maintained org charts for all of the Office of Budget and Administration, Migratory Birds, and External Affairs. Oftentimes I acted on my own initiative, offering changes in arrangement.

Human Data Storage: I keep accurate, in-depth copies of electronic files. Many times, these copies have been invaluable in critical situations.

EMPLOYMENT HISTORY

Human Resources Assistant , US Fish & Wildlife Service	Portland, OR	1997 - 2013
Computer Operator , Transfac	Portland, OR	1978 - 1990