

**Kerrie Ann Bench**  
14325 SW Osprey Drive, #F  
Beaverton, OR 97008 US  
Mobile: 503.330.1055  
Evening Phone: 971.226.4772  
Email: kerriebench@gmail.com

**Availability:** **Job Type:** Permanent, Temporary, Term, Recent Graduates,  
Telework

**Work Schedule:** Full-Time, Part-Time, Shift Work, Intermittent, Job  
Sharing

**Desired locations:** United States, Greater Portland Metro Area

**IBM - Seterus, Inc.**

**05/2004 - 09/2012**

14523 SW Millikan Way

**Salary:** 30,000.00 USD Per Year

Suite 200

**Hours per week:** 40

Beaverton, OR 97005 United  
States

**Work Experience:**

**Consumer and Government  
Affairs Correspondence  
Specialist**

**Supervisor:** Sharee Oleson  
(503.372.8142)

**Okay to contact this  
Supervisor:** Yes

Research concerns expressed in borrowers' written requests, resolve the concern and write appropriate response in compliance with applicable law. Resolution of concerns may involve ensuring compliance in appropriate procedures by other departments and networking with other departments to ensure the most appropriate resolution to the concern expressed.

**Beaman Auto Group - Toyota  
Body Shop**

**08/2002 - 01/2004**

1000 Hawkins Street

**Salary:** 9.65 USD Per Hour

Nashville, TN 37203 United  
States

**Hours per week:** 40

**Receptionist**

**Supervisor:** Chad (615.251.8450)

**Okay to contact this**

**Supervisor:** Yes

Answer phones and direct customer inquiries to appropriate staff. Coordinate intake of keys, customer information and insurance information for vehicle repair. Coordinate receipt of customer/insurance payment for repairs.

**Entertainment Travel****10/2000 - 08/2002**

54 Music Square East

**Salary:** 9.25 USD Per HourNashville, TN 37203 United  
States**Hours per week:** 40**Receptionist****Supervisor:** Nick Gold  
(615.256.8900)**Okay to contact this****Supervisor:** Yes

Answer phones and greet  
incoming customers. Distribute  
incoming mail and fax information.  
Research and track hotel  
commissions for agents. All tasks  
handled to maintain privacy of  
celebrity clientele.

**Epiq Systems fka  
Poorman-Douglas****08/1999 - 09/2000**

10300 SW Allen Blvd

**Salary:** 9.25 USD Per Hour

Beaverton, OR 97005 United States

**Hours per week:** 40

**Claimant Services Specialist**

**Supervisor:** Vince Canizio  
(503.350.5800)

**Okay to contact this Supervisor:** Yes

Answer incoming calls from claimants in class action lawsuits. Explain nature and limits of lawsuit to claimants. Inform claimants of their rights and advise of updates. Create and update claim files. Participate in weekly discussions of issues and updates on lawsuits.

**Education:**

**Portland State University** Portland, OR United States

Some College Coursework Completed 06/2014

**GPA:** 3.44 of a maximum 4.00

**Credits Earned:** 61 Semester hours

**Major:** Psychology **Minor:** Legal Studies

**Relevant Coursework, Licenses and Certifications:**

Forensic Psychology, Research Methods in Psychology, American Courts, Intro to Psychopathology, Elementary Ethics

**Portland State University** Portland, OR United States

Some College Coursework Completed 01/1997

**GPA:** 2.12 of a maximum 4

**Credits Earned:** 30 Semester hours

**Major:** History

**Relevant Coursework, Licenses and Certifications:**

World History, Introduction to Financial Data, Palestine and Israel, Principals of Economics, German Literature, English History, History of Germany

**Portland Community College** Portland, OR United States

Some College Coursework Completed 06/1996

**GPA:** 3.35 of a maximum 4

**Credits Earned:** 54 Semester hours

**Major:** University Transfer

**Relevant Coursework, Licenses and Certifications:**

Native North Americans, Native American History, History of Western Civilization

**University of Oregon** Eugene, OR United States

Some College Coursework Completed 01/1991

**GPA:** 1.61 of a maximum 4

**Credits Earned:** 40 Semester hours

**Major:** None

**Relevant Coursework, Licenses and Certifications:**

Intro to Imaginative Writing, Intro to Writing Research Papers,  
Fundamentals of Small Group Communication

**Language Skills:**

Language	Spoken	Written	Read
German	Intermediate	Intermediate	Intermediate

Name	Employer	Title	Phone	Email
Shilo Chandler(*)	IBM - Seterus, Inc.	Data Integrity Specialist	503.330.6628	shilo.chandler@seterus.com

**References:**

Lynda Carter (*)	IBM - Seterus, Inc.	Project Management	503.372.8142	lynda.carter@seterus.com
Connie Parry	Luxxotica Eyewear	Optical Manager	503.805.5338	connieparry@gmail.com

(\*) Indicates professional reference

**Additional  
Information:**

Proficient with Microsoft Office Suite (including Word, Excel and Access), Lotus, Lotus Notes, 10 key by touch. 10 years experience in wilderness access by horseback.