

541-290-1017
3215 Sherman Avenue
North Bend Or, 97459

Rachel R. Wintjen

Education	May 2003 until June 2006	Coquille High School	Coquille, Oregon
	<ul style="list-style-type: none">Arts, Photography and Journalism		
Work experience (five years)	September 2006 to April 2009	Southwestern Oregon C.C.	Coos Bay, Oregon
	<ul style="list-style-type: none">General classes		
	October 2011 to present	Fisher Communications(KCBY-TV)	North Bend, Oregon
	Receptionist and Traffic Assistant		
	Work with a multi-line phone system, file paperwork daily, create one sheets for sales department, work on power point presentations, set up meetings spaces, also log commercials, enter advertising orders and advertisement material information, hand-log and edit closed logs. Coordinate with traffic specialists remotely to complete these tasks.		
	February 2011 until October 2011	Fred Meyer	Coos Bay, Oregon
	Head Bakery Clerk		
	Opened and closed bakery, completing tasks within time constraints for daily baked goods, decorated goods and also special orders.		
	August, 2008 until April 2011	Comfort Inn	North Bend, Oregon
	Front Desk Clerk		
	Worked in a fast-paced environment with guests, multi-line phones, computers and employees. Checked in and out guests, accommodated many requests, and often did so with little to no supervision.		
	May 2006 to May 2008	Bandon Dunes Golf	Bandon, Oregon
	Janitorial		
	<ul style="list-style-type: none">Worked with the majority of guests/customers, and also kept the property suitable for Bandon Dunes' standards.		
	<ul style="list-style-type: none">Volunteered 16 hours to local animal shelter in 2011		
Volunteer experience	<ul style="list-style-type: none">Volunteered 50+ hours to upcoming non-profit Western Oregon Reptile Keepers in 2012		
	<ul style="list-style-type: none">UVCA Volunteer work (up to 20 hours annually for three years)		
Interests and activities	<ul style="list-style-type: none">Donated 30 hours to the cause of Central Oregon Herpetology for Snake Awareness Day (May 14th)		
	Hosted and funded for local Snake Awareness Day activities to help promote the education and awareness of snakes (and other reptiles). Opening and running Western Oregon Reptile Keepers for education(a non-profit). Natural resources class--Raised fish in an on-campus hatchery, studied birds and wildlife animals. Received hands-on experience from ODFW with salmon, plants and had natural habitats. Also helped with teaching children about salmon, and their life stages.		
Hobbies	Writing, animal care, gecko breeding, artistic creativity, networking with persons of similar interests, and also independent Scentsy consultant.		
References	Debbie Peabody: 541-404-1776		
	Wayne Perry: 541-297-4094		
	Tracie Jones: 541-290-7835		