

Maleah Paisley

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GOALS AND STRENGTHS

Seeking employment opportunities in an office setting to provide administrative, supervisory and customer service support. My professional strengths include:

- attention to detail
- leadership experience and a proactive approach
- able to work under pressure to maintain order and meet deadlines
- excellent written and oral communication
- strong customer service skills
- adept in operating multi-use office equipment (print/scan/copy)
- computer literate and able to type 55 WPM

EXPERIENCE HIGHLIGHTS

Administrative Support

- QuickBooks, Microsoft Office, Adobe Suite, and electronic medical records (EMR)
- Employee schedule management
- Bookkeeping and preparing invoices
- Payroll processing
- Creating and designing letter head and business cards
- Records management and filing
- Inventory and office supply management

Healthcare/Customer Service

- Program Supervisor for a 10-bed dual diagnosis treatment facility
- Responsible for managing all client health records in EMR format
- Acts as liaison between client, DSO case managers, PCP, health insurance agencies, and all others involved in coordinating care
- Manages the medication program
- Supervises and trains clinical staff
- Collaborates with a treatment team to implement evidence-based practices
- Develops and monitors program policies and procedures

EMPLOYMENT HISTORY

Cascadia Behavioral Healthcare, Portland, OR. (Sept. 2011 - Present)
Program Supervisor/Assistant Admin, QMHA

Cascadia Behavioral Healthcare, Portland, OR. (Jan. 2008 - Sept. 2011)
Residential Counselor II, QMHA

John Paisley Builder, Inc., Portland, OR. (Apr. 2007 - Oct. 2007) - Office Assistant

Blazers Boys & Girls Club, Portland, OR. (Jan. 2007 - Apr. 2007) - Art Coordinator

EDUCATION

Portland State University, Portland, OR
Bachelor of Science, December 2006 Overall G.P.A. 3.7/4.0

Portland Community College, Portland, OR
Associate of Science, January 2003 Overall G.P.A. 3.8/4.0

Mills College, Oakland, CA
September 2000 - January 2001