

**Justina Billings**

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Vancouver, WA 98685

(503) 960-6924

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**Objective**

To obtain a position that will allow me to utilize my 10+ years of administrative and customer service skills.

**Professional Skills**

- Microsoft Office
- Microsoft Windows
- Customer Service Skills
- Filing/Editing
- Typing (55+ wpm) (Self certify)
- Office Procedures
- Community Service

**Education**

- Portland State University, working towards BS Degree in Science, minor in Geology
- R. A. Long High School, Longview, WA: Graduated

**Employment Skills**

- Ability to learn quickly and develop skills to fulfill job requirements
- Ability to maintain excellent customer relations and developed customer support
- Ability to diplomatically resolve customer complaints on as-needed basis
- Ability to follow instructions well and make decisions without supervision
- Ability to work in a fast paced atmosphere
- Delegate responsibilities to employees to meet company's expectations
- Create and maintain various reports utilizing Microsoft Office Suite
- Accurately proofread correspondence and make all corrections to documents as needed
- Familiar with databases including scheduling, purchasing and procurement
- Assist with GOVTrip resolving any travel related issues for field crew
- Preparing Purchase Requests (PR) in the Financial Business Management System (FBMS)
- Backup Timekeeper
- Schedule meeting rooms, reservations with fleet automobiles as needed by staff
- Volunteer Liaison for Partnership Coordinator for BLM
- Assist with special projects as needed
- Assist in the Public Land office with various projects
- Legal Instruments Examiner work
- Assist with fish scale pressing, transportation, correctly and accurately match coded wire tabs to verify numbers, ages and recorded information.
- Develop index cards for separating Chinook species, and seasons on various fisheries projects
- Input data regarding fish species into computer table databases
- Drove Source van (Seismic Weight Drop, accurately calling out and recording shots)
- Transport field staff using all terrain vehicle for geophone and cable equipment needs
- Backup other field staff in placement and removal of Geophones (ground listening microphone)

## Employment & Volunteer History

- Bureau of Land Management  
Oregon State Office  
Contact Human Resources: Chief Payroll Office: 303-969-7739  
Susan Bell: 303-969-7736  
Charles Gomez: 303-969-7433  
Administrative Support Clerk Student Employee (STEP) GS 0303 05/01 3/10-Present  
Clerical Assistant Student Employee (STEP) GS 0303 04/01 2/08-3/28/10  
\*\*Volunteer\*\* Volunteered in Division of Natural Resources 11/07-2/08
- Washington State Department of Fish and Wildlife  
Vancouver, WA  
Bonnie Jackman, (360) 906-6736 11/05-12/08  
Wolf Dammers, (360) 906-6709  
\*\*Science Technician 1\*\* 10/08-12/08, 11/07-12/07, & 11/05- 12/05  
\*\*Volunteer\*\* Volunteered in Fisheries Department 9/06-2/07, 6/07-8/07, 10/07-11/07
- US Army Corps of Engineers: Bonneville Lock and Dam  
Cascade Locks, OR  
Robin Norris, Supervisor (541) 374-4563  
\*\*Volunteer\*\* Volunteered in Visitor Communication Center 1/07-6/07
- Portland International Airport  
Portland, OR  
Cynthia Saxton, Supervisor (503) 460-4469  
\*\*Volunteer\*\* Volunteered for Volunteer Program at PDX airport 5/06-12/07
- US Department of Agriculture: Forest Service  
Stevenson, WA  
Beth Rode Supervisor (541) 308-1738  
\*\*Volunteer\*\* Volunteered in the Customer service booth 2/07-5/07
- OMSI (Oregon Museum of Science and Industry)  
Portland, OR  
Carol Cruzan (Current Vol. Supervisor), (503) 797-4693  
\*\*Volunteer\*\* Volunteered for the Earth Science Department 7/06-8/06
- Boise State University/US Geological Survey Project  
Seattle, WA  
Letter of recommendations available upon request  
\*\*Volunteer\*\* Volunteered with joint project doing field associated work 6/06-6/06
- Cascades Volcano Observatory  
USGS: Department of the Interior  
Vancouver, WA  
Letter of recommendation available upon request  
\*\*Volunteer\*\* Volunteer w/Scientist using computer apps for various projects 7/05-8/05

## Additional Experience

- |                                   |                      |                              |
|-----------------------------------|----------------------|------------------------------|
| -Equipment assistant (Work-Study) | <b>Portland, OR</b>  | (August 2008-March 2009)     |
| -Receptionist (Work-Study)        | <b>Portland, OR</b>  | (October 2007- April 2008)   |
| -Ramp Assistant                   | <b>Troutdale, OR</b> | (October 2007-February 2008) |
| -Housekeeper                      | <b>Tigard, OR</b>    | (August 2007-November 2007)  |
| -Customer Service Rep. /Cashier   | <b>Portland, OR</b>  | (December 2006-May 2007)     |

## References

Available