

Allison N Maki

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Profile

I am an honest and dedicated worker seeking part time employment in an office setting. I am skilled in both written and one-on-one communication and thrive in the familial work setting – although I am motivated independently as well. I pride myself in being trustworthy and efficient and am willing and able to learn the skills necessary to succeed in your company.

Education

Multnomah University August 2010 – Present
Working toward a B.A. in Bible and Theology, Psychology; GPA: 3.72

US Grant High School September 2006 – June 2010
Graduated Valedictorian, GPA: 4.0

Work Experience – Paid and unpaid

Child Care (2007 – Present) – Dr. and Mrs. Mark Roberts (503-233-5588)

I have worked for several different families along the way, but have steadily worked on a weekly basis for one family with four young daughters (ages 2-8). I am responsible for keeping their schedules, taking them to and from school and extracurricular activities, and ensuring their safety. The position requires punctuality, organizational skill, patience, and much creativity.

Office Aid, Grant High School Counseling Office (2007 – 2010) – Kelley Lauritzon (503-916-5160)

Responsibilities included greeting people as they entered the office and either answering their questions or directing them to the appropriate resources for help, answering multi-line phone/transferring calls to appropriate lines, and keeping schedules of 5 counselors in the busiest office of one of the largest Portland Public High Schools. The position required punctuality, organization, people skills, and great efficiency.

Youth Leader, Crossroads Community Church (2010 – Present) – Garrett Van Hess (360-907-4061)

Responsibilities include setting a strong example for middle school students at large, as well as specifically for the 7-10 girls assigned to my small group. I work to lead by example, and am responsible for teaching and encouraging my group. I also attend monthly meetings and events, lead at 3 camps a year and work as support for the pastor. The position requires people skills, leadership skills, flexibility, efficiency, and integrity.

Further references available upon request