**Catherine D. Martin**

**844 George St. NW**

**Salem, OR. 97304**

**541.306.7587**

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**Objective:** To obtain a position utilizing my customer service, management and problem solving capabilities, skills, and accomplishments.

**Work History and Professional Accomplishments:**

**Director of Community Outreach Lake Place Transitional Home Bend, OR**

* Assist with, develop, organize, and conduct alternative housing program
* Direct daily operation of facility to ensure a high quality of life for all residents
* Access social service resource providers and refer residents to available community services
* Apply active listening skills and techniques, provide emotional support, mediate and resolve conflicts among residents
* Apply a high level of confidentiality procedures
* Collect, record, and deposit all rent paid, fill out non-payment/non-compliance notices as needed
* Assist in the oversight of budget and policies to meet program requirements
* Further job description available upon request

**Personal Assistant Full Access Bend, OR**

* Support individuals with developmental disabilities to achieve a higher standard of living
* Help clients to access all available community resources and services
* Provide independent living support; including transportation and budgeting

**Administrative Assistant Ram Steel Inc. Albany, OR**

* Coordinate all inner office communications
* Prepare accounts receivable invoices, accept and post all paid on accounts
* Reconcile all cash register transactions and complete daily deposits
* Structure and maintain business specific financial reports as directed by upper management

**Personal Banking Officer Wells Fargo Bank McMinnville, OR**

**Merchant/Vault Teller/New Accounts Bank of America McMinnville, OR**

* Open new accounts while following all bank and federal policies, guidelines, and procedures
* Met and exceeded all sales and cross sales goals using excellent customer service and marketing skills
* Provided supervision and override authority for up to five tellers
* Handled cash effectively and accurately to and from tellers, merchants, along with Vault and Armored Services

**Education:**

Chemeketa Community College Business Administration McMinnville, OR

McMinnville Senior High School General Education McMinnville, OR

**\*\*\*\*\* References available upon request**