Leslie Mulkins

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**SKILLS**

● Organize and Work with Detailed Records● Follow Confidential Medical Office Procedures

● Apply Health and Sanitation Standards ● Obtain Information From Patients or Others

● Collect Clinical Data ● Maintain and Compile Medical Records and Charts

● Perform Secretarial Duties ● Operate Fax Machines, Printers, Copiers, etc.

**WORK EXPERIENCE**

**SOUTH COAST ORTHOPEDIC:** Coos Bay, OR

**Medical Records Clerk** 1996-2005

Filed and pulled confidential patient charts, made new charts, sent out medical records to doctors and patients, and scanning medical records into the computer, worked in the x-ray department, filed and pulled x-ray films, helped maintain outside record x-ray files, escorted patients and completed x-rays to exam room, answered phones at the main switchboard.

**BURST’S CANDIES:** Corvallis, OR

**Sales** February 2005-December 2009

Part-time work, greeting customers and selling candy, stocking chocolates and other candies, manning the cash register, counting out register at the end of the day, doing dishes, cleaning the store, opening and closing the store.

**THE BEANERY:** Albany, OR

**Barista/Cashier** October 2002-March 2003

Part-time work making coffee and espresso drinks, manning the cash register, taking orders, preparing food, opening and closing the Beanery in the Allan Bros. Headquarters.

**BRIDGE BAY COFFEE CO:** Coos Bay, OR

**Barista/Cashier** December 2001-August 2002

Part-time work making coffee and espresso drinks, taking orders, preparing food, manning the cash register, and opening and closing the store.

**EDUCATION**

Oregon State University Fall 2009

● Bachelors of Fine Arts in Photography

North Bend High School 2000