1817 NE 66th Ave, Apt. 45

Portland, OR 97213

503-307-2957

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Marie Baxani

OBJECTIVE

Professional, out-going, and dedicated college graduate seeking a temporary or temp-to-hire position in administration, data entry or customer service, which will allow me to utilize my strong communication and organizational skills.

SUMMARY

* Highly detail-oriented and organized, with excellent computer skills including proficiency in Microsoft Word, Excel, PowerPoint, and Centricity.
* Self-motivated, energetic fast-learner who thrives in challenging work environments and works well in a team, yet also enjoys taking initiative and working independently.
* Able to communicate effectively both orally and in writing with a wide range of individuals and organizations.
* Extensive experience in the social services field, including forming relationships with a diverse range of people, problem-solving, decision-making and leading groups.
* Over two years experience working in medical data entry and coding.
* Diverse customer service experience including reception, bar-tending/serving, and retail.

WORK EXPERIENCE

July 2010 – Dec 2011 Life Skills Trainer, Youth Progress Association, Portland, Oregon. Duties: Assisted youth in attaining their educational, vocational, personal and treatment goals through

individual as well as group coaching. Led life skills and nutrition groups. Planned and facilitated community activities. Communicated youth’s progress with foster parents, wrote treatment summaries, and documented behavior in database.

September 2008 – March Medical Data Entry Clerk, Pediatric Associates of the

2010 Northwest, Portland, Oregon. Duties: Organized patient’s medical charts, verified confidential information, entered data into electronic medical records. Learned how to use Centricity and helped company transform from paper to electronic medical records. Communicated relevant information to providers and other staff.

September 2007 – July Receptionist, Bureau of Business and Economic Research,

2008 Missoula, Montana. Duties: Multi-tasked to complete all assigned duties while providing exceptional customer service when answering phones and greeting clients. Used multi-line phone, organized and filed reports, input data into spreadsheets, handled credit card transactions, performed all general clerical duties.

August 2006 – May 2007 Intake Specialist, The Alternatives Center for Family Based Services, Flagstaff, Arizona. Duties: Conducted psychosocial assessments with youth and families; developed and implemented service plans; employed crisis intervention techniques; provided follow-up support, information and referrals; supervised interns.

March 2005 – July 2006 Bartender/Server, Alpine Pizza, Flagstaff, Arizona. Duties: Greeted customers, served food and drinks, handled cash and credit card transactions, closed register at end of shift, maintained clean bar area at all times, provided excellent customer service.

May – August 2004; Medical Clerk, Bedwell Medical Center, Stevenage,

May – August 2003 England. Duties: Worked as part of a team and multi-tasked to greet high volumes of patients and check them in to appointments while answering phones, performing data entry and filing charts.

January 2001 – July 2002 Customer Service Associate, Lloyds Pharmacy, Hitchin, England. Duties: Provided exceptional customer service, operated cash register, advised customers on Over the Counter products, inventoried stock, assisted pharmacist in dispensing medications.

EDUCATION

August 2007 – May 2008 University of Montana, Missoula, MT

Graduate courses in Mental Health Counseling

August 2002 – May 2006 Northern Arizona University, Flagstaff, AZ

Bachelor of Science in Psychology, With Honors

Cumulative GPA: 4.0

OTHER ACTIVITIES

February – March 2012 Marketing Assistant, DAAN Foundation, India.

June – July 2008 **Volunteer,** Habitat for Humanity, Costa Rica.

May - August 2004 **Teacher,** Teaching English Abroad, Ghana.

September 2002 - May 2003  **Social Director, NAU International Association**.