**Tanya LaBarr**

503-522-9580

[tclabarr@gmail.com](mailto:tclabarr@gmail.com)

**Objective**

To obtain a position in a positive work environment that is both challenging and constructive with the possibility to gain knowledge and work experience for continued growth opportunities.

**Skills**

I am a very detail oriented, self-motivated, and dependable individual. I feel I have excellent communication skills with the ability to adapt to any situation as well as operation of most office equipment and basic computer skills including, Microsoft Word, Excel, Outlook and Adobe Acrobat.

**Experience**

**April 2012-Present**

**Aerotek Staffing Agency**

**Portland, OR**

*Contractor for Simplex Manufacturing*

*April 2012-July 2012*

*Document Production*

Issue Controlled Copies of Engineering Drawings for drawing and design corrections

Wrote Drawing Change Requests to finalize drawing changes

Made full audits of Master Drawing Lists to meet the standards of the Federal Aviation

Association

Photocopies and other clerical duties as assigned

Filing for Accounts Payable

Word/Outlook/Excel

Data Entry

10-Key

**April 2009-Febuary 2012**

**IBM/Seterus**

**Beaverton, OR**

*Mail Processing Specialist*

Sort incoming mail according to destination and type for appropriate distribution and dispatch outgoing mail

Sort and process outgoing mail

Print, track and mail system-generated letters for servicing departments

Maintain general business equipment, including light repair and maintenance

Track product inventory, department usage, and billing system

Order, stock, and deliver supplies

Assist manager with negotiation, research, and cost comparison of service vendors, equipment vendors, and product vendors

Photocopies, sends faxes, types, files and other clerical duties as assigned

Archives files for storage and tracking

Assist in maintaining Job Aids, desktop procedures to comply with company policies and changes to department processes

Perform quality control checks on inbound projects

At the direction of the Team Lead, work with other departments to facilitate changes and create new processes

Word/Outlook/Excel

**October 2008-April 2009**

**Aerotek**

**Tigard, Or**

Contractor for IBM/Seterus

See above for duties

**January 2008-October 2008**

**Stanford’s Restaurant**

**Hillsboro, OR**

*Host*

Supervises and coordinates activities of dining room personnel to provide fast and courteous service to patrons

Schedules dining reservations and arranges parties or special services for diners

Greets guests, escorts them to tables, and provides menus

Adjusts complaints of patrons

Assigns work tasks and coordinates activities of dining room personnel to ensure prompt and courteous service to patrons

Inspects dining room serving stations for neatness and cleanliness, and requisitions table linens and other dining room supplies for tables and serving stations

Totals receipts, at end of shift, to verify sales and clear cash register. Collects payment from customers

**Education**

1997 – 2001 Toledo High School Toledo, OR

Basic Studies/Diploma

**References**

Judith Grenfell 503-317-7214

Clay Brangham 714-745-6086

Cindy Sierra 503-867-2133