Sarah Meyer

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Profile

Self-motivated, organized with 10 years exceptional customer service. Ability to effectively multi-task with close attention to detail. Flexible and versatile – able to maintain a sense of humor under pressure. Demonstrated ability to take on many additional roles and responsibilities without losing sight of priorities.

Skills Summary

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| --- | --- | --- |
| * Typing 50 WPM * 10 Key * Data Entry * Teamwork | * CNA * CPR * LEDS/OJIN * Creative | * Outlook * Microsoft Word/Excel * Multi-line Phone System * Efficiency |

Experience

## Adecco/ibm lbps 2010-Present

DATA PROCESSOR

Review mortgage loans for completed documents to be processed in government Home Affordable Modifications and in-house modifications.

* Assist in numerous projects
* Prepare reports for a team of 20+ processors.
* Follow FDCPA guidelines during outbound document collection calls

## Oregon department of human services 2008-2010

OFFICE SPECIALIST II

Process background checks on potential DHS employees, volunteers and providers in various DHS programs

* Backup reception and mail processing
* Successful in decreasing completion time on approved files by 50%
* Performed numerous roles to support production during a six month hiring freeze

## wells fargo 2005-2008

MERCHANT TELLER

Complete transactions for area businesses involving large sums of cash

* Match financial products to customers’ needs through fact finding questions
* Employed security measures to ensure the 100k+ cash in my possession was not compromised
* Order weekly office supply shipment
* Provide excellent customer service

Education

american healthcare training – Portland, OR  
Certified Nursing Assistant 2010

Sprague High school – Salem, OR  
 High school diploma 2002