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| Sheilee Padgett Brooke  (541) 326-7353  31224 E Historic Columbia River Hwy  Troutdale, Oregon 97060  Blueflower07@hotmail.com |  |

**Education*:*** **Grants Pass High School** Grants Pass, OR

High School Diploma June 2008

**Training*:*** **Springdale Job Corps** Troutdale, OR

Training in Business Technologies

MOS Certified in Microsoft Word and Microsoft Powerpoint

Proficient in Microsoft Excel

80 WPM

**Experience*:*** **March of Dimes** Portland, Or

*Intern for Office Services Coordinator* August 2011-Currently

* Answer Phones
* Prepared Outgoing mail
  + Including Automated Postage and Mailing Machines
* Entered Receipts into Access
* Assembled Mailings

**Wal-mart**  Coos Bay, OR

*Cashier* June 2010-July 2010

* Customer Service
* Processed cash/credit transactions
* Cleaned and organized work area

**Sparc Enterprise** Grants Pass, OR

*Direct Care Professional Substitute* May–Sept 2009

* Assisted individuals with personal care
* Distributed medicine
* Assisted individuals with physical and emotional needs o
* Trained in the use of a Hoyer Lift

**References*:*** Tivon Abel Instructor 503-695-2245 Ext: 246

Zachary Mcquin Dorm Manager 503-695-2245 Ext: 240

Sheila Herrington Office Services Coordinator 503-222-5965