# Stephanie Moore

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#### Career objective professional summary

***Human Resource Administration • Admissions Recruiting • Corporate Training***

Solutions-focused, diligent self-starter with proven success in client relations, admissions, and training. Calm demeanor in the face of difficulties; ability to manage multiple projects while working under pressure in fast-paced environments. Highly versatile; adept at quickly mastering new roles and responsibilities. Reputation for integrity, perseverance, and work ethic. Continuously pursues opportunities to learn and takes on challenges for further professional development and growth.

***Core Competencies and Areas of Expertise***

***• Cross-Cultural Communications • Proactive Problem Solving • Team Leadership***

***• Human Resource Administration • Customer Service • Conflict Resolution***

***• Policy/Procedure Development • Training & Development • Legal Background***

## *PROFESSIONAL EXPERIENCE*

**Pro source Network (2011-Present)**

**Recruiter**

* Recruiting for all positions
* Sourcing for new applicants for skills matching the needs of client.
* Resume reading
* Interview skills conducting interviews to make sure that applicant has right skills for the jobs.
* Marketing developing new jobs for business working with career service departments at local college building strong relationship with in the business community .

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**LE Cordon Bleu School of Culinary Arts (2009-2010)**

**Admissions**

* Conduct interviews and evaluate each prospective Student based on his/her needs, desires, interests, qualifications, and motivations in accordance with all the School's policies and procedures, all applicable Federal and State regulations and all accrediting agencies standards and requirements.
* Responsible for the Student's success from inquiry to starting school, which includes assisting Students in completing the admissions process in the most efficient and supportive manner and developing ongoing relationships with Students from enrollment through graduation..

**American Intercontinental University (2007-2009**

**Admissions**

* Conduct interviews and evaluate each prospective Student based on his/her needs, desires, interests, qualifications, and motivations in accordance with all the School's policies and procedures, all applicable Federal and State regulations and all accrediting agencies standards and requirements.

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**STEPHANIE MOORE • *PAGE* 2 •**[smooretrue@gmail.com](mailto:Mooretrue2@comcast.net)

## *PROFESSIONAL EXPERIENCE*

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**Vernon Cook, Attorney at Law (2007-2007)**

**Paralegal Intern**

* Applied strong analytical skills and sharp attention to detail in performing complex legal projects Prepare and categorize files for attorneys reviewing medical records.

Diligently researched sophisticated issues, reviewed and presented findings to attorneys, and assisted with preparing cases for trial.

* Contributed information gathering, needs assessment, and analytical skills toward effectively and diplomatically responding to issues for timely resolution.

**Kivel & Howard, LLP, Portland, OR (2006-2007**

**Customer Service**

* Closely reviewed a broad range of complicated legal issues for attorneys.

Successfully created new files, obtaining legal documents, and evaluated client files, further illustrating exceptional critical thinking abilities.

* Proficiently developed pending case reports instrumental to supporting staff in monitoring and effectively managing projects.

**Talbot’s at Bridgeport Village, Tigard, OR (2005-2006)**

**Sales**

* Successfully delivered superior guest servicing in a fast-paced, high-volume environment requiring dynamic planning, prioritization, organization, and time management skills, playing an integral role in promoting repeat and referral business.

**Maxim Health Care**                                                             94-04

* Maintained client in a home care and assisted living environment setting.

Addressing their personal care needs .Followed recommended care plans and kept up to date patient records.

* Part my role was to make sure those patients I cared for had all medication on time.

While, providing the necessary socialization for the residents and strong family support.

## *EDUCATION & PROFESSIONAL DEVELOPMENT*

**Candidate for BBA Human Resource -** AIU Online, Chicago, Illinois, Graduating in 2011

**AABA Human Resource** - AIU Online, Chicago, Illinois, 2009

**Associate Degree of Applied Science/Paralegal -** Everest College, Portland, Oregon, 2006