Sarah Elizabeth Hale

1609 SW 10th Ave. #208 \* Portland, Or 97214

sehale80@gmail.com \* 503-502-0423

Objective: To assist in all office duties and perform all tasks efficiently and to be the primary point of client contact.

Education:

**Portland State University** Portland, Or December 2011

Bachelor of Science in Health Studies-Community Health Education Environmental Sustainability Minor

Related Experience:

**Receptionist/Field Staff**

Azer Clinic Galesburg, IL May 2007-August 2008

-Handled all patient files and records

-Assisted therapists with patient’s therapy sessions

-Attended daily staff meetings/recorded meetings

-Scheduled patient appointments and staff meetings

-Performed all general office duties: handled all incoming calls, filing, ran errands, made copies, faxing, data-entry of patient information, handled all mail, greeted patients.

**Receptionist**

R & B Distributing Galesburg, IL August 1997-April 2007

-Received and placed all incoming orders

-Managed 250-300 customer accounts daily

-Scheduled all meetings and appointments for president and vice president of the company

-Performed all receptionist and clerical office duties

**Aquatics Office Receptionist/Assistant Swim Coach**

South Side YMCA Chicago, IL August 2000-May 2002

-Scheduled all class times, swim meets, pool maintenance, pool activities, and staff schedules

-Responsible for aquatics staff of 6-8 employees

-Attended all staff meetings, events, and swim meets

-Coached a swim team of 60+ swimmers, ages 5-18

-Performed all Aquatic Office duties

Additional Employment: Hollywood Bowl August 2008-present

-Knowledge and experience with Microsoft Office

-Self-starter, punctual, organized, able to multi-task, works well with others and independently

Volunteer Activities/Organizations:

Member of Alpha Phi Sorority Fall 1998 – present

Volunteer for Habitat for Humanity 1996 – present

Volunteer for Special Olympics 2003 – present

Member of WWOOF (World Wide Organization of Organic Farming) Costa Rica July 2010-present

**References:**

Amy Reathaford- Photo Lab Technician- Quick Stop Photo (503) 502-2417

Tricia Huetig- Graphic Artist/Designer-Nemo Designs (971) 533-3991

Amber Furness- Office Manager- (503)740-8532

Dianne Rogers Budde- Head of Marketing & Public Relations-R &B Distributing- (309)368-7585