

**Belinda Krush**  
503-995-2342 belindakrush@yahoo.com

**QUALIFICATIONS**

• Exceptional customer service skills and positive attitude

• Experience with training, coaching, and counseling staff

• Experience with enforcement of health and safety standards and personnel policies

• Experience with restaurant opening and closing

• Experience with cash-handling, cooking, and food prep

• Knowledge and understanding of food cost and inventory control

• Knowledge and understanding of scheduling and labor cost control

• Experience with MaxHire Database, POS system, Microsoft Office/Excel, QuickBooks, Medical ICD-9 coding, and Vision CareMedX Billing Program

• Experience in creating business expense reports, travel arrangements, and party planning

• Excellent organizational skills

• Always professional and courteous of coworkers and customers

• Help with new hires and supervise employees

**WORK EXPERIENCE**

**CorSource Technology Group Sept. 2010 – Nov. 2010**

**Administrative Assistant**

• Answer multiple phone lines, order all office supplies

• Create President of the company’s expense report

• Reformat resumes for recruiters of ProDx

• Make travel arrangements for clients, candidates, and full time staff

• Draft professional letters and e-mails

• Faxing, copying, filing, and processing mail and packages

• Writing, editing and proofreading letters and other documents

• Create spreadsheets to reflect performance reviews

• Schedule coordination

• Plan office parties

**Evergreen Healthcare, Hillsboro, OR Mar. 2008 – Jun. 2010**

**Rehabilitation Technician / Executive Assistant to Rehab Manager**

• Enter Insurance Billing/ Medical Coding daily

• Create schedules for Therapists and Therapy department. Attend meetings, represent Therapy department

• Deal with therapy equipment vendors

• Order supplies, clean and organize therapy gym

• Assist Physical and Occupational Therapists in patient cares

• Meet and greet family members of patients

• Complete projects for Executive Director

• Gather information and create MSDS (Material Safety Data Sheets) binders for entire facility

• Create schedule board and scheduling protocol for Occupational and Physical Therapists

• Customize worksheets for patients per Speech Pathologist requests

• Daily insurance authorizations

**Bon Appetite, Hillsboro, Oregon Oct. 2007 – Mar. 2008**

**Barista/ Lead Cashier**

• Prepare and serve drinks

• Clean and organize cashier area

• Keep maintenance logs on equipment

• Manage cash and maintain accurate till

• Take stock and order supplies as needed

• Maintain exceptional customer service

• Track employee hours and update employee schedules

**All-n-One Asphalt Maint. Inc., St. Helens, Oregon Aug. 2004 – Oct. 2007 Executive Assistant to CEO of Company**

• Create monthly schedules for crews

• Bid on jobs for paving crew

• QuickBooks data entry

• Manage crew of five+

• Answering multi-phone lines

• Filing paperwork and managing expense reports

• Draft professional letters and e-mails

**Fuiten, Rose & Hoyt Funeral Home, Forest Grove, Oregon Oct. 2007 – Jan. 2009**

**Body Removal Service**

• Removal of remains from location of death or other places as designated by the County in a professional manner with due consideration given towards the family and friends of the deceased present at the time of removal. (On-Call)

**EDUCATION**

Graduated General Studies, Vernonia High School, Vernonia, Oregon