# Callan Berkey

503-680-0885

callanberkey@gmail.com

# Profile

Qualified professional, offering versatile skills in the field of human services and proficiency in office practices.

# Relevant Experience

Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Ability to work efficiently with community based agencies and diverse populations. Superb ability to use independent judgment and to manage and maintain confidentiality. Frequent front-line answering incoming and outgoing customer service calls.

# Work History

**Medical Receptionist**, Women’s Healthcare Associates, LLC., Tualatin, OR

8/2012-12/ 2012

**Summer Service Participant-Volunteer**, Mennonite Central Committee, Canby, OR 6/2012-9/2012

**Human Resources Assistant**, Women’s Healthcare Associates, LLC., Tigard, OR 2/2012-6/2012

**Navigator-Volunteer**, The Canby Center, Canby, OR 6/2009-8/2011

**Sales Associate**, Le Creuset of America, Woodburn, OR 6/2008-2/2012

**Work Study- Professor’s Assistant**, George Fox University, Newberg, OR

1/2007-4/2009

# Education

Bachelors of Arts – Sociology

George Fox University: Newberg, OR

August 2006-May 2009