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Jennifer Embury

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| Education | 2005-2008 Portland State University Portland, OR  B.A., Anthropology |
| Experience | 2011-2012 NW Staffing Resources Portland, OR  Administrative Assistant, OHSU- Pacific Northwest Transplant Bank  Editing professional correspondences  Streamline communications between office staff and external staff regarding donor cases  Order office and medical supplies  Editing and organizing forms used for donor documentation  Utilize and access OHSU databases and programs for various job tasks  Administrative Assistant, Intertribal Timber Council  Office tasks such as copying, faxing, answering phones and typing  Editing and revising audio and PowerPoint programs |
|  | 2010 Working America Portland, OR  Community Organizer  Walk door to door talking to citizens about the importance of voting  Accurately record citizen’s response  Maintain communications with supervisor to ensure goals are met |
|  | 2008-2009 Archaeological Investigations NW Portland, OR  Archaeological Field Technician  Conduct archaeological surveys  Perform archaeological excavations  Accurately record data with attention to detail  Photograph artifacts, sites, and project areas  Analyze and describe artifacts  Map, track and record site locations  Utilize GPS hardware and software  Communicate project timelines and goals with supervisor |
|  | 2006-2007 Portland State University Portland, OR  Office Assistant, Anthropology Department  Greet visitors and answer questions  Informal advising to students and prospective students  Office tasks such as copying, filing, answering phones and typing  2005 Light Design Center Portland, OR  Assistant Purchaser  Create purchase orders and maintain communication with sales floor  Follow up with vendors to ensure timely delivery  Address and solve issues with customers to maintain positive relationship |
| Skills | Experience using Oracle programs including iProcurement  Fluent in Microsoft operating systems and applications including Word, Excel, PowerPoint, Outlook and Windows  Experience using Transplant Connect database software  Knowledge of SPSS software and applications  Ability to take leadership role and problem solve quickly  Experience in qualitative and quantitative research techniques and in depth knowledge of Quancept and Query applications for statistical research  Ability to work in close quarters with others for long hours  Knowledge of Trimble GPS software and hardware  Recording of meeting minutes and agenda notes |
| Additional experience and interests | 2012 Volunteer for Donate Life Northwest  2009- Co-facilitator for the African Women’s Coalition Summer Youth Program  2006-2008 Member of The Society for American Archaeology  2005-2008 Organizer for the Anthropology Student Association, Portland State  2001-2002 Volunteer for Dance Safe Harm Reduction Program |
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