**Jennifer Haliewicz**  
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**Profile**

A driven recent graduate with excellent communication, administrative and organizational skills with experience in a variety of industries who possesses the ability to adapt and quickly and thoroughly learn and apply new skills.

**Education**

**Portland State University**Degree completed in June 2012 3.35 GPABachelors of Arts in French Languages and Literature,  Minor in Applied LinguisticsOther coursework has included news writing, literature, and English courses, as well as general education focused on Family studies and popular culture.

**Skills**

* Over 15 years experience with PCs and Macs and a typing speed of 90-100 wpm.
* 10 + years experience Microsoft Office, HTML, CSS, Internet research, basic computer troubleshooting.
* Experience with industry specific software including EPIC, Impax, MAX 2000, Intuit, Photoshop, CRM, Giftworks, and AccPac.
* Excellent written and spoken communication skills, as well as strong grammar, punctuation and spelling competence.
* Experience using a multi-line phone system
* Some light billing and bookkeeping experience.

**Experience**

**Executive Assistant, ROSE Community Development**

**November 2012 to April 2013**

Provided Support to Executive Director and staff in program administration through office management, correspondence  including grant writing and contact with businesses and elected officials. Worked with social media, assisted in fundraising, donor management, event and meeting planning, timely production of documents, as well as meeting minutes.  Assisted the controller with basic accounting procedures such as collecting and filing invoices, producing checks, making deposits, etc.

**Project Assistant, Lockheed Martin working with The Energy Trust of Oregon**

August 2012 to November 2012

Provided assistance in project management, creation and organization of project files, both physical and electronic.  Customer tracking through use of CRM and project tracking software.  Facilitated the production of invoices and checks, ensured that office products were ordered in a timely manner, assisted in event planning, answered phones at the front desk and routed calls to their recipient.

**Administrative Assistant, Blood-Brain Barrier and Neuro-Oncology Program at OHSU**

February 2010 to April 2012  
Provided secretarial and administrative support in an office as well as clinical environment where I was in constant contact with patients in person and over the phone, handled sensitive medical information on a daily basis, data entry, filing, faxing, phones, scheduling and insurance duties.  Reorganization of several years of patient chart and scholarly article filing systems.

**Student Research Assistant, Center for Educational Policy Research at the University of Oregon**

August 2008 through August 2009Assisted in the auditing of standardized tests for students from elementary to college age, as well as the construction of improved high school and first-year college curriculum.  Handled sensitive test information on a daily basis.  Some light web-design and programming.