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| **OBJECTIVE:** | To obtain a temporary position, part-time or full-time, for any duration, within Portland, OR. | | |
| **RELEVANT**  **EXPERIENCE:** | | **Administrative Assistant, Claremont Civic Association, Portland, OR**  *May 2012 – Jan 2013*  Managed operations in clubhouse office of a 55+ active adult home owners association and golf course. Handled over 100 events and activities per month and compiled information into a calendar that was distributed in the monthly newsletter. Created and implemented a new system for the Architectural Review Committee to obtain and track each incoming and outgoing request via Excel, averaging 60 per month.  **Temporary Legal and Human Resources Assistant, Staffing Solutions, LLC, Portland, OR**  *March 2008 – December 2012*  Responsibilities included receptionist duties, creating new files and file maintenance, handing mail and faxes, transcription and various office support tasks. HR Assistant responsibilities included organizing new employee training, conducting background checks and database entry. Facilitation and providing information on FMLA, benefits coordination and enrollment.  **Legal Assistant, Prange Law Group, LLC, Portland, OR**  *December 2008 – July 2009*  Handled receptionist duties, filing, processing mail and various tasks to support paralegal and attorneys. Completed mass project of the reorganization of the storage room by sorting, scanning and making all archived files electronic.  **Legal Assistant, Law Office of Stephen J. Bedor, Lake Oswego, OR**  *May 2007 – September 2007*  Responsibilities included calendaring, case management, client relations, bookkeeping, trial preparation and pleading practice. Handle client billing and Amicus Attorney. Managed business checking and credit accounts. Handled delivery of subpoenas.  **Member Service Representative, Pentagon Federal Credit Union, Eugene, OR/Alexandria, VA**  *March 2003 – September 2006*  Handled incoming calls in a high-volume service center and in a branch. Assisted with monitoring new employees’ performance. Met monthly sales goals for products and services offered. | |
| **EDUCATION:** | | University of Oregon, BS in Psychology, Minor in Business Administration, 2004  Eugene, OR | |
| **COMPUTER SKILLS:** | | All current Microsoft Office products, Hogan Programming, WordPerfect, Adobe, Outlook, Amicus Attorney, Timeslips, Case Management, QuickBooks, and Internet services. PC/MAC literate. Social media literate. Cashiering skilled. Type 76 wpm. | |
| **VOLUNTEER**  **EXPERIENCE:** | | | * Volunteer Receptionist, Our House (Part of the Cascade AIDS Project)– Portland, OR, April 2010-present * Volunteer Crisis Line Advocate, Sexual Assault Resource Center (SARC) – Beaverton, OR, January 2009-February 2011 * Participant, Race for the Cure – Portland, OR, 1995-present * Volunteer, CCFA (Crohn’s & Colitis Foundation of America) – Portland, OR, 2000-present * Team Captain, American Cancer Society Relay for Life -- Alexandria, VA and Eugene, OR, 2002-2006 * Team member, University of Colorado Ski Team and University of Colorado Women’s Rugby Team – Boulder, CO, 1999-2001 |