Kristina Dryuk

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Happy Valley, OR 97086

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(503) 847-8141

**Objective:** An interesting position with a growing company

**Experience:** **Healthcare Temporaries Inc** Houston, TX

*Personal Care*  05/2012-02/2013

Meal Preparation, feeding, personal hygiene, (grooming, bathing, toileting, etc.) Performing light housekeeping tasks (dusting, making beds, changing lines, laundry, cleaning bathrooms, kitchens, etc.) Providing medication reminders and appointment reminders. Performing other reasonable duties as assigned.

**Dell Perot Systems** Portland, OR

*General Office Worker* 03/2010-04/2011

Prepare, schedule and attend oath ceremonies, print and distributed name change petitions, update certificate and green card log, log and destroy green cards & voided certificates, process applications for security checks, request and distributed updated rap sheets, transfer files to various sections, interfile documents and correspondence, create interview notice, create reports, create A files, file reconciliation, prep & bundle files for interview, perform inquiry on files, assist officers translation in Russian.

**CMI Management Inc**  Portland, OR

*General Office Worker* 08/2008-03/2009

Prepare, schedule and attend oath ceremonies, print and distributed name change petitions, update certificate and green card log, log and destroy green cards & voided certificates, process applications for security checks, request and distributed updated rap sheets, transfer files to various sections, interfile documents and correspondence, create interview notice, create reports, create A files, file reconciliation, prep & bundle files for interview, perform inquiry on files, assist officers translation in Russian.

**Miracle Ear** Clackamas, OR

*Office Assistant* 05/2007-12/2007

Responsible to open and close the office on daily basis, ensure the reception and waiting area is well maintained, scheduled & confirmed next day appointments, checked patients in & out, answering incoming phone calls, making outbound telemarketing calls, directed calls to various departments. Responsible for a variety of administrative tasks (typing, filing, sorted mail, inventory, retrieved messages, etc.) Demonstrated and sell batteries and other special products as designed by company. Tracked daily, weekly & monthly sale reports, successfully closed sales.

**Education:** **Concorde Career Institute** Portland, OR

*Dental*  09/2005/05/2006

**Centennial High School** Portland, OR

*General*  09/2003-06/2004

**Professional Skills**: Office and MS Word, cash handling, Bilingual English and Russian, Basic Spanish