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| 2914 SE 174th Avenue, Portland, OR 97236•971-212-8236•linda.nhun@yahoo.com | | | |
| Linda Nhun | | | |
| Objective | | | |
| To obtain an office support position in a growth oriented company where I can utilize my skills and gain further experiences while enhancing the company’s productivity and reputation. | | | |
| Experience | | | |
| 09/01/2012-Present | | Dollar Tree | Gresham, OR |
| Cashier  * Handle cash transactions, exchanges, and provider customer services. * Responsible of stocking and recovery of store merchandises. * Verifying cash tilt prior and deposits earning end of shift. | | | |
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| 11/01/2012-07/01/2013 | | Department Of Human Services | Portland, OR |
| RAFH Provider  * Provide care based on client daily needs. * Responsible for household cleaning. * Handle finance and bills to ensure all is paid in timely matter. | | | |
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| 09/01/2011-04/20/2012 | | Cardno Entrix | Portland, OR |
| Project Assistant  * Perform internet and reference bases research relating to Deepwater Horizon incident of behalf of BP Inc. * Ability to interpret and entered complex data and information. * Capable of multi-tasking and meeting project deadlines. * Hired on in November 2011. | | | |
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| 01/01/2008-06/01/2009 | | FamilyCare Inc. | Portland, OR |
| Claims Analyst  * Able to process medical claims and meet daily goals. * Review claims in electronic claim systems with hard copies to corrected or entered any missing data. * Provide assistant to provider relations department with providers credentialing. * Hired on in March 2008. | | | |
| Education | | | |
| 10/01/2009 | Concorde Career College | | Portland, OR |
| Medical Billing and Coding  * Certificate | | | |
| References | | | |
| References are available on request. | | | |