Lori S. Woolf

17185 S.W. Heritage Court

Apt. # 15

Beaverton, Oregon 97006

503-995-4592

**Objective:**

Seek a challenging administrative assistant, with the opportunity for growth.

**Skills:**

Team leader, team member, staff coordinator, daily CNA scheduling, excellent computer skills, medical records filing, monitor vitals, patient care of daily living needs, self maintenance, self motivator, professional attitude, able to work independently, active listening, able to apply written and verbal instruction, excellent communication with staff and clients, working with difficult people, time management, multi tasked, excellent eye/hand coordination, detail-orientated individual, documentation and recording information sufficiently, have great rapport with clients and staff.

**Qualifications:**

Care Center East Health and Specialty Portland, Oregon February’11-February’13

Columbia Care Center Scappoose, Oregon 2008-2009

Staffing Partners Agency Portland, Oregon 2008-2009

Meadow Park Health and Specialty St. Helens, Oregon 2007-2008

**Education:**

Jan’10-Dec’10 Clark Community College

Prerequisite courses

June 2011 BLS Class Infant, Adult, and Choking Education

Certificate received/Current

March 2009 Washington State Board of Nursing

Certificate received

March 2008 Oregon State Board Of Nursing

Certificate received/Current

June 1995 Apollo College

Medical Assistant Program

Graduate/Degree