**Experience**

**Medi-Copy Services:***(Nashville, TN)*

* Administrative Assistant/Receptionist **[9/12/2012-5/17/2013]**
* Greeted Visitors, Process Mail, Invoicing, Receptionist duties, etc.
* Managed medical records and distributed mail
* Assisted staff and provided customers with complete service
* Actively participated in staff meetings and marketing strategy sessions

**ODS:**

* Administrative Assistant/Receptionist **[3/12/2012-8/3/2012]**
* Greeted Visitors, Answering Calls, Receptionist duties, etc.
* Assembled requests for proposals and delivered status reports
* Assisted the Marketing department in creating Health Insurance quotes.
* Processed and logged payments

**The Body Shop:**

* Sales Associate **[11/4/2011-1/12/2012]**
* Provided customers with complete service
* Handled and unpacked shipment of products
* Processed till transactions / Achieved sales goals daily

## Oregon Education Association: [8/1/2011-10/1/2011]

* Temporary front desk receptionist.
* Maintained routine mail, logs and delivered reports daily
* Answering phones, managing staff calendar, receptionist duties

## Guide Dogs for the Blind

## Volunteer -- Dog Raiser [November 2009 – January 2011]

# Education

## Belmont University [2012-Present] Business Administration and Entertainment Industry Major

## Cleveland High School [2007-2011]