Renée Bostian

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| Profile | Exceptionally Motivated self-starter and creative problem-solver who works hard and loves a challenge. Organized, personable business professional with a talent for quickly mastering technology. Highly flexible and adaptable performer; adept at multi-tasking and thriving in a fast-paced environment while coordinating numerous time-sensitive projects. Results-driven achiever, enthusiastic, knowledge-hungry self-starter, eager to meet challenges and quickly assimilate skills, concepts, and ideas.  Flexible and versatile – able to maintain a positive attitude and remain focused under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences.  Effective team leader, diplomatic and tactful with professionals and non-professionals at all levels. Adept at building productive relationships to further the organization’s goals. Persuasive skills, both written and verbal. |
| Skills Summary | |  |  |  | | --- | --- | --- | | Project Management | Recruiting | Supervising | | Scheduling | Computer Savvy | Front-Office Operations | | Report Preparation | Customer Service | Marketing & Sales | |
| Professional Experience | MANAGEMENT   * Over ten years’ management experience emphasizing a collaborative yet decisive style. * Supervised volunteers, involving recruiting, interviewing, placement, training, work flow, quality control, conflict resolution, and review process. * Built a volunteer base through personal attention, quality service, and consistent follow through. * Participated in training and professional-development opportunities on volunteer management.   DETAIL MASTERY & ORGANIZATION   * Maintain records on volunteers. * Highly analytical team player with aptitude for quickly scrutinizing environments to identify and prioritize needs/risks and develop solutions. * Creative troubleshooter/problem-solver who works hard and loves a challenge.   CUSTOMER SERVICE/PROBLEM SOLVING   * Oversee front-office operations and provide impeccable customer service. * Interacted with consumers while handling purchases, complaints, and special requests.   COMMUNICATION: REPORTS/PRESENTATIONS   * Assisted in writing, organizing, editing and distributing promotional materials for publication and distribution. * Promoted events and programs to generate new volunteers and participation. * Represented organizations at community/career fairs. |

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| Work Experience | Sep 2011 - Current Clackamas VIM - The Founders Clinic Oregon City, OR  Volunteer Services Coordinator   * Started the volunteer program. Carry out the duties needed to recruit and train clinic volunteers to ensure appropriately trained support staff is available for clinic operations.   Dec 2009 – Jun 2011 Conquest International, Inc. Woodburn, OR  Senior Collections Analyst   * Supervise collection staff as well as importing/exporting data and keeping software up to date.   Aug 2007 – Jun 2009 CASA for Children Portland, OR  Development Associate   * Helped raise money to support CASA for Children through effective campaigns. Managed mailings, assisted in logistical coordination at events, responsible for auction database. Maintained development database. Responsible for recruiting and organizing volunteers when needed. Board and Auction Committee liaison.   Jul 2006 – Aug 2007 InAct, Inc. Portland, OR  Volunteer Coordinator & Administrative Assistant   * Started and maintained the volunteer program while assisting the executive director and office manager. Board liaison.   Apr 2007 – Jul 2007 St. James Child Dev. Center Portland, OR  Preschool Teacher   * Planned and implemented activities. Responsible for the care, hygiene, learning, and developmental activities, specialized programs, and redirection of children.   Sep 2005 – Jan 2006 Albertina Kerr Centers Portland, OR  Residential Treatment Counselor (RTC II)   * Ensured the safety, security and whereabouts of at-risk clients.   Apr 2005 – Jun 2005 Benton Habitat for Humanity Corvallis, OR  Volunteer Coordinator (Intern)   * Site host, supervised volunteers, assisted with publicity, building, and events.   Mar 2001 – Jan 2005 Days Inn & Suites Albany, OR  Front Desk Manager   * Front desk duties, resolved guests’ complaints, hired/trained employees. |
| Education | 2004 - 2005 Oregon State University Corvallis, OR  Bachelors of Science, Human Development & Family Science   * Human Services Option   2000 - 2004 Linn-Benton Community College Albany, OR  Associates of Arts Oregon Transfer |
| Volunteer Experience | I am very passionate about donating my time to help others. I have spent thousands of hours volunteering, I spent 12 months with AmeriCorps\*NCCC. I have worked with many non-profits and participated on various volunteer service days. I have put together and led groups of volunteers for many events. Volunteering has given me opportunities to work with a variety of people, and have numerous memorable experiences. |