**MICHELLE JAKOBSCHY**

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**OBJECTIVE**

To secure a full-time or part-time position that will utilize and expand my work experience in general office work.

**EDUCATION**

Portland State University at 1825 SW Broadway Portland, OR 97201

Anticipated Graduation: June 2015

Major: Psychology

Minor: Theater Arts

GPA: 3.5

Concentration: Clinical Psychology

**COMPUTER SKILLS**

* Ability to type 60 wpm; and 5,000 data strokes/hr.
* Solid working knowledge of MS Windows XP, Vista, and Mac.
* Microsoft Word (word processing, typing letters, adding graphics, creating lists and columns), Excel (spreadsheets, data entry), PowerPoint, Outlook.
* Technically inclined with an ability to troubleshoot.

**WORK EXPERIENCE**

**Computer Lab Attendant/Printer** *Portland State University* 2012 – current

* Staffed front desk, answered student questions, and managed an online printing credit system by adding and deducting money for printing.
* Programmed computer instructions to operate printing machinery; loaded, positioned, and adjusted unprinted materials on holding fixture; changed printer cartridges.
* Assisted students with troubleshooting computer and printer related issues.

**Class Note-Taker** *Disability Resource Center/Portland State University* 2012

* Attended all class lecture sessions and recorded clear and thorough notes as a record.
* Scanned and uploaded notes online every week to meet a specific deadline.
* Communicated with students and answered questions about class material.

**Receptionist** *NWeSource Graphic Designs* 2011

* Staffed front reception desk and welcomed clients.
* Answered telephone calls and directed customers to the appropriate contact or office.
* Received and distributed incoming and outgoing mail.

**Secretary** *Portland Lawns Unlimited* 2006 – 2008

* Operated as a focal point for telephone calls, e-mails, and faxes.
* Developed and implemented effective marketing and advertising strategies.
* Scheduled work dates and follow-up appointments with clients.

**VOLUNTEER EXPERIENCE**

**Front Desk Representative** *Queer-Resource Center, Portland State University* 2010

* Answered multi-line telephone calls and directed callers to the appropriate contact.
* Welcomed visitors and accommodated their needs.
* Provided visitors and callers with address, directions, and other information.

**Student Mentor/Tutor** *Link Crew, Franklin High School* 2009 – 2010

* Coached, and taught high school freshman students the necessary skills to succeed.
* Tutored high school students with various subjects, such as reading and writing.
* Coordinated and facilitated group activities and events.

**REFERENCES**

* Rosalyn Taylor, Coordinator of Instruction/Student Advisor of the Student Support Services Program at Portland State University, (503)-725-3817
* Arman Bohn, Portland State University Art Computer Lab Manager, (503)-725-8247