Desiree R. Savage

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Criminal Justice Grad

Part time/Weekend employment

I am an employee with experience accomplishing multifaceted roles that needs work during weekend and week days off from college. I offer excellent customer service abilities, a “can-do” approach to all tasks and consistent high level of productivity. I also have unique knowledge about criminal laws and can provide a formal work approach to become an asset to your company.

Abilities

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| CPR/First AID Certified  Customer Service  Warehousing/Stocking/Receiving | AA in Criminal Justice  Purge and create files  Comprehend Contracts | Knowledge of laws  Social Services trained  Basic reception duties |

Experience

MORRISON CHILD AND FAMILY SERVICES, Portland, OR

A non-profit organization that delivers specialized services to children

Receptionist

Front desk duty of providing support services to the clients including their queries and questions and administrative support in a company.

Purge and create new files for case managers and clients.

Appointment making and canceling.

OREGON DEPARTMENT OF HUMAN SERVICES

Beaverton Child Welfare/Tigard Disability and Aging

Office Specialist II

Parent searches

Day Care Coordinator.

Purge and create new files, LAR and Discovery photocopying and filing, and perform mail room duties.

Education

DAVID DOUGLS HIGH SCHOOL

*Graduated with a diploma a year early with a 3.8 GPA*

EVEREST COLLEGE, Portland, OR

Pursuing BA in Criminal Justice, Minor in Social Science, 10/10 to Present (Current GPA: 3.7)

Technology

Government Programs; Computerized Cash Registers; Scanners/Inventory Systems; MS Office (Word, Excel, Outlook, and Power point.)