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| Part Time Receptionist / Office Support |
| Erica Fuller |
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| **6/10/2013** |

I am looking to apply for the Part Time Receptionist/ Office Support. I have had about a year of experience in this field along with having two years in student government that has prepared me with how to keep track of budgets, create activities, advocate for higher education and work in a varies of inclusive environments.

Erica Denise Fuller

(503) 750-4097

[Williams.aerie@gmail.com](mailto:Williams.aerie@gmail.com)

Experience:

Double Tree Hotel, Portland, OR (Jul 2013-present) Conference Service Attendant

I prepare the conference rooms for our incoming guest, make sure they are comfortable in there stay here with us at the double tree and set out their break meals for the afternoon.

Mt. Hood Community College, Gresham, OR (Sep 2012 to Jun 2013) Front Desk Receptionist

Made copies, took telephone calls, schedule appointments and handled money. Made Faxes, Did housekeeping for the Student Union. I also did earrings for the advisor and bookkeeper.

Centennial High School District, Gresham, OR (Sep 2006 to Mar 2010) Scorebook Keeper

I kept Track of the boys’ basketball team and girls’ volleyball team score during my high school career.

Education:

Associates in General Studies

Mt. Hood Community College; Gresham, OR US; Jun 2013

High School Diploma/GED in General Studies

Centennial High School; Gresham, OR US; Jun 2010

Miscellaneous:

I went to The Center for Advanced Learning (CAL) which is a charter school and I know how to take vital signs, I know medical terminology, and I know to make hospital beds, feed, clean, and transport patients. I have my Food Handler's card so I know all of the health regulation for that. I know how to be cashier I have worked with money through my church's coffee stand. I was a Score book keeper through my high school career so I know how to keep track of score's and tend to people needs. During my time at Mt. Hood I have participated in student government which included lobbying legislators on current issues, informing students and other citizens and advocating for higher education

Licenses &

Certifications:

First Aid Certification

Food Handler's Card