***Erica Denise Fuller***

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I’ve had the wonderful opportunity to gain a year of experience in the desk receptionist 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. 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 previous experience working with children in high school; I was a part of my high school childcare program for two years, planning events, being an assistant and observing the growth of the infants to young adolescents. I work with the younger children at my church for Sunday school and I am the head leader of upcoming youth group that works with teenagers from 13-19 years of age

***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 2011 to Jun 2013)

Director of Student Organizational Council: (Sept. 2011- Jun 2012)

I was in charge of 30 active student run clubs and organizations on campus, I planned three clubs fairs that took place every at the beginning of every term. I had the opportunity of running a council that was mandatory for all clubs to participate in.

Summer Intern for the Oregon Student Association (Summer 2012)

Worked on the organization upcoming board meeting; met with Oregon legislators and registered students to vote for this very important legislative year.

Seasonal Events Coordinator: (Sept 2012-Jun 2013)

I had the wonderful opportunity to create, plan and execute many events during this school year. It range from Halloween week, World Holiday Harmony which was event that I created to help explain to young children about the different holidays that we all celebrate during the winter time. I also planned Valentine’s Day, and a spring event as well.

Front Desk Receptionist: (Sept 2012-Jun 2013)

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

***Programs:***

National High School Honors Society (2006-2010)

Oregon Student Association (Summer 2012)

Portland State University: Center of Women, Politics and Policy (June 2013)

In this program we learned about the encourage women to run for political office, learn about leadership in the different governmental sectors and discussion issues that we face as women working in politics.

***Volunteer:***

Committee Member for CWPP (July 2013-present)

I am currently the 2013 representative member of this year center of women, politics, and policy program for our governance outreach committee. I work on updating the constitution, coming up with ideas on how to outreach Oregon schools all over the state. This committee is a part electing and removal decisions of the official board members of the program.

***Licenses &***

***Certifications:***

First Aid Certification

Food Handler's Card