Tracy L.Ruland 971-570-6044

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| Professional Profile | | | |
| Patient care specialist, EKG Technologist and file room attendant. | | | |
| * Track and manage x-ray files * Perform EKGs * Edit, file and track EKG records * Front desk personnel for X-ray dept. * Problem solving and flow coordination for x-ray dept. | | * Assist physicians in all aspects of Radiology file location and management. * Develop x-ray film, copy and prepare films for reading. * General patient relations and assistance | |
| Professional Skills | | | |
| * Typing 80 wpm * Ten Key 250 kspm * Experience with multi-line phone operation * Proficient in Microsoft Word, Lotus 1-2-3 and Excel * Over 11 year’s experience in customer service dealing in a high stress environment. * 3 years direct marketing experience. * Familiar knowledge of various filing systems including terminal digit, chronological and sub-category filing * Proficient in office equipment use including multiple types of fax machine and high level copiers. * Excellent multi-tasking, problem solving and efficient in prioritizing work. * Experience training other employees. * Stock and inventory * Accounting spreadsheets including cash register closing and accounts posting. * Charge backs and billing problem correction. | | | |
| Work History | | | |
| Imaging Assistant  Assistant to Distributor | Kaiser Permanante,, Clackamas OR  Lavonne Scott, Oregonian Dist. Vancouver WA | | March 2002 to Current  February 2007 to July 2008 |
| Accounts Receivable | Nautilus Inc. Vancouver WA (temp job) | | May 2000 to August 2000 |
| Imaging Assistant | Kaiser Permanante, Portland OR | | February 1998 to March 2000 |
| Assistant Floor manager Cafe | U.S. Veterans Hospital, Portland OR | | August 1996 to February 1997 |
| Education | | | |
| Office Clerical certificate | Tongue Point Job Corps, Astoria Oregon | | January 1998 |
| References | | | |
| References are available upon request. | | | |