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| Taylor Miller |  |
| 4050 SW 107th Ave, Beaverton, Or |
| 503-858-5555 ▪ taylmiller1@gmail.com |  |

**Objectives**

To obtain a position where my skills, education and experience will allow me to contribute to the success of the firm.

**Experience**

Member Services Representative

▪ 01/2012 – Present and 05/2009-08/2009

Hilton ▪ 921 SW 6th Ave, Portland, Or

* Provided front desk support in the Athletic Club
* Answer and screen phone calls
* Scheduled Appointments
* Maintained the Athletic Clubs Social Networking page
* Prepared membership files and obtained member information
* Used special computer programs to input personal information and billing
* Won Team member of the month, nominated twice, also nominated for the Spirit Award

Sales Associate ▪ 05/2011 – 01/2012

Nike, Inc. ▪ 61300 S Highway 97, Bend, Or

* Provided customer service using knowledge of Nike products
* Processed returns, orders and shipments
* Stocked and maintained sales floor

Sales and Customer Service Representative

▪ 05/2010 – 08/2010

NW Direct Marketing ▪ 15400 NW Greenbrier Pkwy, Beaverton, Or

* Handled inbound and outbound customer service calls
* Processed insurance claims
* Met and exceeded daily and weekly goals

Sales Associate ▪ 06/2008 – 08/2010

Target ▪10775 SW Beaverton-Hillsdale Hwy, Beaverton, Or

* Used cash register to process transaction
* Worked with a large team to enhance customer visits
* Promoted retail sales

**Skills**

* Computer Skills: MS Excel, Word, Access, Outlook, PowerPoint, Lexis Nexis, Westlaw, Scanning, PDF documents,
* Drafting Legal Documents, letters and pleadings
* Calendaring and Docketing
* Multi-Line Phone System
* Medical Terminology

**Education**

Portland Community College

9/2013 ▪ AAS, Paralegal Studies

* Presidents List
* Dean’s List
* Classes Included: Law Office Management, Bankruptcy Law, Techniques of Interviewing, Intellectual Property Law, Torts and Personal Injury and Legal Research.

**References**

Beth Higgin

Manager

Hilton Athletic Club

921 SW 6th Ave

Portland, Or 97201

503-220-2672

[Beth.higgin@hilton.com](mailto:Beth.higgin@hilton.com)

Sonya Bedient

Coach

Winterhawks Skating Center

503-407-6692

Leslie Cofield

Social Services Manager

Provided Childcare Services

503-244-6195