

Tess Oerkfitz
505 Willow Street
Lake in the Hills, IL 60156
(847) 721-5780
tess.oerkfitz@gmail.com

OBJECTIVE

To obtain a job position as an ASL interpreter.

EDUCATION

Harper College, Palatine, IL

Associate of Arts (AA), Graduated 2018

William Woods University, Fulton, MO

American Sign Language-English Interpreter, Bachelor's (BA), Anticipated Graduation, 2023

LANGUAGE SKILLS

Basic reading, writing, and speaking intermediate Spanish

Intermediate knowledge of ASL

COMPUTER SKILLS

Microsoft Office: Word, Excel, and PowerPoint

Google: Gmail, Sheets, and Docs

Webmail, Internet Research, Windows, Apple

EXPERIENCE

Beks Restaurant, Fulton, Missouri

March 2021-Current

Host

- Greet and seat the customers in an orderly fashion
- Clear off tables and wipe them down
- Cleaning the menus, bathrooms, taking out trash in certain areas, and organizing tables and items located on them
- Wash, polish, and wrap silverware
- Assist servers when needed

Buckshot Saloon Homestyle Cooking & BBQ, Kingdom City, Missouri

Server

August 2020-November 2020

- Greet and seat the customers
- Clear off tables and wipe them down
- Take their orders and put them into the system
- Bring their orders to them and check on them regularly
- Answering the phone to take orders or reservations
- Packing the food into the appropriate bag and labeling it
- Cleaning the menus, bathrooms, sweeping and moping, and organizing tables and items located on them

Kids First Pediatric Dentistry, Elgin, Illinois

Office Assistant

May 2021/2022-July 2021/2022

January 2018-August 2020

- Call insurance companies to verify eligibility and benefits for patients

- Follow up on insurance claims
- Verify that claims are not outstanding and are being paid in a timely manner
- Answer incoming phone calls
- Set up appointments for new and past patients
- Answer questions to the best of my abilities
- Help others where it was needed

Cleaner Tech/Assistant

February 2017-January 2018

- Clean instruments and organize them accordingly
- Clean chairs and rooms after each patient
- Light household cleaning around office
- Unloading any shipment or equipment that came in
- Assist others when needed
- Communicate with parents and patients
- Communicate with other coworkers (headsets)
- Cleaning patients' teeth
- Vacuum and mop at the end of the day
- Take out garbage

The Patrick Dealer Group, Schaumburg, Illinois

Cashier/Receptionist

April 2018-September 2018

April 2016-February 2017

- Answered phone calls, redirected calls and emails, and relayed messages
- Greeted and assisted visitors that came into the dealership
- Light household cleaning
- Handles daily cash/credit card transactions
- Logging every deal and service transaction into Microsoft Excel
- Filing finalized transaction deals and car information in the corresponding places

Moretti's Ristorante & Pizzeria, Schaumburg, Illinois

Hostess

April 2016-June 2016

- Greet and seat the customers
- Answering the phone to take reservations
- Cleaning the menus and bathroom
- Taking to-go or delivery orders
- Packing the food into the appropriate bag and labeling it

Claire's of South Barrington Arboretum, South Barrington, Illinois

Key Holder

November 2017-February 2018

February 2016-May 2016

- Open and close the store
- Light household cleaning
- Handles daily cash/credit card transactions
- Ear piercings
- Greets and assists customers

Napleton's Arlington Heights Chrysler Dodge Jeep RAM, Arlington Heights, Illinois

Sales Support Team

November 2015-January 2016

- Answer phone calls and do follow-up calls to customers
- Assist in bringing in prospective customers

- Aid in answering customer inquiries about vehicles and the dealership
- Upheld internet leads

Receptionist

January 2016-February 2016
August 2015-November 2015

- Answered phone calls, redirected calls and emails, and relayed messages
- Greeted and assisted visitors that came into the dealership
- Handled customer relations

Safari Childcare, Palatine, Illinois

May 2014-June 2015

Infant Teacher's Assistant

- Followed and maintained daily agenda
- Prepared meals and fed the children
- Changed diapers as needed
- Supervised play time and nap time
- Maintained cleanliness of the rooms, stations, and toys
- Assisted the teacher and/or helped as delegated

Victoria's Secret, Schaumburg, Illinois

November 2014-January 2015
October 2013-May 2014

Sales Support Associate

- Processed product shipments
- Handled back stock and organized the back room
- Organized product placement throughout the store
- Maintained an appropriate quantity of inventory on the store floor for customer demands

Private Home Nanny, Suburban Areas of Illinois

April 2012-August 2015

Nanny

- Responsible for the childcare of one home
- Cared for children of two additional, different homes
- Responsible for the childcare of girls, boys, varying ages, and special needs
- Supply transportation to children for camping, shopping, and places as requested by parent/s
- Prepare meals and snacks for the children
- Provide light house cleaning
- Aid in studying and tutoring in various subjects

Sears, West Dundee, Illinois

Seasonal 2011

Sales Associate

- Handled daily cash transactions as a cashier
- Maintained store cleanliness and reorganized products as needed
- Assisted in customer relations and services

VOLUNTEER

The Moose Lodge, Carpentersville, IL
Fundraisers

2013

- Helped with a few fundraising events: served food & drinks to the club members

St. Mary Catholic Church, Huntley, Illinois

Mission Trips

- Chicago, Illinois: Fed approximately 500 people 2010
- Detroit, Michigan: Entertained children and aided in cleaning 2011