

<b>OBJECTIVE</b>	To gain employment as a Receptionist/Clerk, with start date July 24, 2017.	
<b>SUMMARY OF QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• 2 years' expertise in record keeping and data management.</li> <li>• Working knowledge of medical billing, public benefits, and immigration law.</li> <li>• Calm demeanour and experience answering multiple phone lines.</li> <li>• Ability to prioritize administrative tasks and handle competing demands.</li> </ul>	
<b>EDUCATION</b>	<b>B.S. in Mathematics-Physics</b> <i>The College of Idaho, Caldwell, ID</i>	May 2016
<b>PROFESSIONAL EXPERIENCE</b>	<b>Clerk — Refugee Medical Care</b> <i>YMCA International Services, Houston, TX</i>	September 2016 – July 2017
	<ul style="list-style-type: none"> <li>• Supported 7 staff over 228 client cases (54 health, 174 social adjustment).</li> <li>• Scheduled medical appointments and arranged client transportation.</li> <li>• Catalogued medical records and filed public benefits applications.</li> <li>• Maintained an online repository of safety-net services.</li> </ul>	
	<b>Grading Assistant</b> <i>The College of Idaho</i>	September 2015 – December 2015
	<ul style="list-style-type: none"> <li>• Corrected weekly assignments for 25 general physics students.</li> <li>• Corresponded with faculty to ensure objective and accurate grading.</li> </ul>	
<b>COMMUNITY INVOLVEMENT</b>	<b>Dishwasher &amp; Server</b> <i>The Griddle, Meridian, ID</i>	Summers 2012, 2013, Fall 2015
	<ul style="list-style-type: none"> <li>• Kept clean a 600 ft<sup>2</sup> commercial kitchen.</li> <li>• Trained new staff for the front of house and kitchen.</li> </ul>	
	<b>Service Corps Fellow</b> <i>Texas Episcopal Service Corps, Houston, TX</i>	August 2016 – July 2017
	<ul style="list-style-type: none"> <li>• Completed a year of service while living in community.</li> <li>• Received training in non-violent communication.</li> <li>• Attended colloquia on HIV outreach and refugee resettlement.</li> </ul>	
<b>JOB RELATED COMPETENCIES</b>	<b>Document Preparation</b> <ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• L<sup>A</sup>T<sub>E</sub>X Typesetting</li> <li>• HTML5 &amp; CSS</li> </ul>	<b>Data Management</b> <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• .git repositories</li> <li>• Google Drive</li> </ul>
<b>AWARDS</b>	<b>Heritage Scholarship</b> for academic merit.	2012 – 2016