

Karen Schick

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(603) 903-3482

Summary: Motivated and dedicated individual looking to break into Web Development

Experience:

NALC Health Benefit Plan - Ashburn, VA

December 2009 - December 2011

Administrative Assistant Systems Coordination Department

- Assist plan members with navigation and utilization of the company website
- Process medical claims, identify and correct claim errors
- Test AS400 medical claims processing through a virtual software environment

Central New Hampshire Employment Services - Laconia, NH

July 2007-June 2008

Office Administrator at Continental Placer

- Provide a full range of administrative support to the organization's Senior VP.
- Responsible for maintaining computer databases.
- Assist with formatting reports, proposals, marketing, invoices, and mass mailing.

Polo Ralph Lauren Outlet - Tilton, NH

November 2006-March 2007

Sales Associate

- Assess customer needs and provide the appropriate level of service and expertise.
- Offer courteous, helpful, and knowledgeable service to the customer.
- Contribute to team effort by accomplishing necessary results when needed.

Kollsman, Inc. - Merrimack, NH

May 2000-March 2002

Material Coordinator

- Responsible for product control through verification of material supplies.
- Track product materials to production; deadlines are met.
- Develop work schedules and prioritize work orders; generate reports for engineering management.
- Took proactive measures to identify challenges and seek corrective solutions and action.

Beloit Pulping, Inc. - Nashua, NH

May 1998-August 1999

Information Resource Clerk

- Enhanced and archived engineering drawings for database storage.
- Upon computer training, assigned independent projects to fulfill.

Education:

- Architecture Program. Montana State University Bozeman, MT. 1999-2000
- Liberal Arts Program. University of Vermont, Burlington, VT. 1996-1998
- Souhegan High School. Amherst, NH. Graduated 1996