

Rebecca Berger-Howe

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SUMMARY OF QUALIFICATIONS

Great leader and a hard working team player with strong communication and problem solving skills. Carries 5+ years of office and clerical experience, including 3 years in higher education and 1 year each in a pre-kindergarten setting and healthcare field. Proficient in facilitating communication between clients and clientele in an accurate and professional manner. Proficient in multiple coding languages including but not limited to; CSS, JavaScript, HTML, and Node.

WORK & VOLUNTEER EXPERIENCE

NW Urology

Medical Receptionist: September 2020 - Present

- Facilitate in person and remote communication between medical professionals and patients
- Complete medical record requests as well as follow up on those requests as needed
- Check in and out patients using our Athena medical records system
- Answer up to 200-500 phone calls a day

Fruit and Flower Child Development Center

Office Manager: July 2019 - July 2020

- Facilitate in person and remote communication between staff, students, and family members
- Keep records of child paperwork such as incoming student information, accident reports, and behavioral incident reports
- Make sure all children are checked into Procare, our childcare tracking software
- Make copies, file, and complete any other clerical duties needed for the day
- Oversee classroom instruction when necessary

Pacific Audiology Clinic

Administrative Assistant: November 2018 - July 2019

- Facilitate correspondence between the Audiologist and patients through phone, email, and in person interactions
- Assist patients with troubleshooting their medical needs, and oversee the scheduling of appointments
- Regularly pull patient charts and complete extra clerical duties such as filing or making confirmation calls to patients

EDUCATION AND CERTIFICATION

Graduate from Portland State University

- Criminology and Criminal Justice
- Fall 2014 - Fall 2017
- 3.78 GPA
- President's List, Spring 2015 - Fall 2015

- Dean's List Student, Fall 2014 - Fall 2017

University of Oregon Coding Boot Camp

- Full Stack Web Development
- October 2020 - Present
- <https://github.com/rhowe20>