

Susan Biddle-Ross

626 Pine Street, Vancouver, WA 98333
sbiddleross@vacapp.com
360.486.2222

Office Assistant

Current Clark College student with three years of customer service experience. Highly skilled in providing direct computer support and resolving routine issues.

EDUCATION

Clark College, Vancouver, WA

Associates in Applied Science Degree

Anticipated Graduation June 2020

Computer Support Specialist

Related Coursework:

- Computer Essentials
- PC Support Customer Service

SKILLS

- Full Microsoft Suite
- Outstanding troubleshooting
- Accurate keyboarding at 55WPM
- Proven task execution skills
- Strong customer service skills

EXPERIENCE

Sales Associate

Macy's, Vancouver, WA

Jan 2017 - Present

- Consistently deliver excellent customer service
- Exceed department sales goals by 20%
- Investigate and resolve customer complaints
- Operate cash register and process cash and card transactions
- Actively use organization skills to set-up store displays
- Manage shelf stocking and pricing activities

Childcare Assistant

Private Party, Vancouver, WA

2014 - 2017

- Provided childcare for three children ages 2-7 years old
- Organized outdoor activities and arts & crafts
- Prepared nutritious meals for children

VOLUNTEER EXPERIENCE

Volunteer

Boys and Girls Club, Vancouver, WA

2017 - present

- Mentor youth 12-15 year old and assist with academic work
- Arrange social and academic activities for youth
- Safely escort small groups to events

ACHIEVEMENTS

Clark College, Vancouver, WA

2017 - 2018

- National Honor Society

Chronological/Functional Resume

Elaine Benes

1112 NE 279th Street, Vancouver, WA 98686
ebenest@yahoo.com
360.554.5912

Skilled and resourceful *Medical Billing/Coding Specialist* with experience in providing error proof reports. Demonstrated knowledge of coding, billing, and patient centered care.

EDUCATION

Clark College, Vancouver, WA

Anticipated Graduation 2020

Health Information Assistant –Billing/Coding

GPA 3.8 – Vice President’s List

Relevant Coursework:

- Medical Terminology I & II
- Computer Information Systems
- ICD-9-CM & CPT Coding
- Terminal Digit Filing
- Quality Improvement (QI,TQI,TQM)
- Health Information technologies
- Ambulatory Care coding
- Medical Insurance and billing
- Medical Law and Ethics
- Management of Health Info Services
- EMR (Electronic Health Records)
- Anatomy and Physiology

CERTIFICATIONS

- HIPAA 2019
- CPR/First Aid 2019

SKILLS

Clerical Skills: Typing 55 wpm, filing, telephone reception, scheduling

Medical Administration Skills: Medical insurance billing and coding experience

Computer Skills: MS Word, Excel, Access, PowerPoint & Outlook

Customer Service: Experience assisting a diverse patient clientele

Languages: Fluent in Spanish

WORK EXPERIENCE

Clerical Assistant (Directed Practice)

SW Washington Medical Center, Vancouver, WA

2018

- Proficiently assembled and organized records
- Set-up inpatient discharge records
- Filed inpatient, outpatient, and emergency department records
- Answered phone and appropriately routed calls

Machine Operator

AVX Vancouver Corporation, Vancouver, WA

2015-2017

- Assisted and planned workflow with lead
- Maintained a quality product and yield
- Trained new employees on how to use Micro-Tec machine safely
- Coordinated work with other departments
- Initiated ideas to improve process

Chronological Resume

Jerry A. Seinfeld

8113 NE 139th Avenue, Vancouver, WA 98664
jaseinfeld@gmail.com
360.221.4211

Financial Advisor

Successful financial planning professional with over three years of personal and retirement planning experience. Achieved double-digit financial returns for my clients by developing personalized investment portfolios.

SKILLS/ABILITIES

- Proficient in Microsoft Word, Excel, Access, and PowerPoint
- Special emphasis in Microsoft Excel creating spreadsheets, charts, and valuation/forecast forms specifically designed for analysis and comparison purposes
- Licenses: Series 7, 66, Life, Health, and Disability in Washington and Oregon
- Strong communication skills; written and verbal
- Extensive training in risk analysis, investment and insurance portfolio analysis, company financial analysis, case development and case presentations, and employee benefits
- Enjoys identifying needs, recommending solutions, and taking action

WORK EXPERIENCE

Financial Advisor

Waddell & Reed, Vancouver, WA 2015 - Present

- Target prospective clients and help them make progress with their financial goals
- Educate, guide, and help clients make the best possible decisions for their future
- Specialize in comprehensive financial planning and investment portfolios
- Helped businesses with their benefits, including setting up 401(k)s, health insurance, and health savings accounts
- Conducted community financial workshops, educating the public in areas of budgeting, money management, asset allocation, risk vs. return, college education funding, and retirement planning
- Financial analysis and investment planning for clients

Senior Teller

Bank of America, Vancouver, WA 2014 - 2015

- Built customer loyalty through courtesy and friendliness as an ambassador of the bank
- Promoted consumer services and products through customer education and cross-sales
- Ensured accurate and timely processing of all transactions

EDUCATION

Washington State University Vancouver, Vancouver, WA 2015
Bachelor of Arts in Business Administration
Major in Finance with a minor in Accounting
Graduated with honors

Chronological Resume

James A. Welderman

555 W 18th Street, Vancouver, WA 98660

J.Welder@live.com

360. 555.5555

Welding Position at TL Welding Company

EDUCATION

Clark College, Vancouver, WA

Anticipated Graduation 2020

Associate in Applied Technology Degree

Welding

Related Coursework:

- Welding Blueprint Reading
- Oxy-Acetylene and Shielded Metal Arc Welding
- Gas Tungsten Arc Welding
- Semi-Automatic Welding
- Special Welding Processes
- Production Welding Processes
- Elementary Metallurgy

QUALIFICATIONS

- Blue Print Reading/Weld symbols
- Carbon Arc Cutting/Gouging (CAC-A)
- Flux Cored Arc Welding (FCAW) steel, all position on plate
- Gas Metal Arc Welding (MIG) steel, aluminum, stainless steel on plate/sheet
- Gas Tungsten Arc Welding (TIG) steel, aluminum, stainless steel on plate/pipe
- Shielded Metal Arc Welding (stick) mild steel, low hydrogen stainless steel all position pipe/plate
- Submerged Arc Welding (SAW)
- Skilled in the use of power equipment (including, shear, brake, ironworker, plate rolls, sheet metal rolls, angle/pipe rolls, CNC plasma/oxy-fuel cutting table, mill-drill, and band saw)
- Ability to work in a fast pace environment alone
- Follows orders; works efficiently and safely

WORK HISTORY

Yard Maintenance

Private Parties, Camas, WA

2016 - Present

- Mow, edge and weed up to three yards of varying sizes every week
- Use knowledge of plants and trees in order to prune or plant in specified manner
- Maintain small engines on equipment

Construction Laborer

JJ Johnson Construction Company, Vancouver, WA

2014 - 2016

- Mixed, poured or spread concrete using portable cement mixers
- Loaded/unloaded machinery, tools and cement according to project specifications
- Safely maintained all power equipment