

Charlene Hsu

Vancouver, WA 98333
charhsu@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

2017 - Present

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

Bhavin Patel

Vancouver, WA 98686
bpatel@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

Nevaeh Ali

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Financial Advisor

Successful financial planning professional with over three years of personal and retirement planning experience. Achieved double-digit financial returns for 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

Luis Mendez

Vancouver, WA 98660

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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

Abena Ajani

Vancouver, WA 98686

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360-557-6962

[Http://www.portfolio.abenaajani.com](http://www.portfolio.abenaajani.com)

Dedicated and skilled web developer with experience in front-end development and design. Web development skills complemented by an extensive administrative background, which includes project management and client service.

EDUCATION

Clark College, Vancouver, WA

Anticipated graduation March 2022

Associate in Applied Technology - Web Development

Relevant Coursework:

- Programming and Problem Solving
- HTML Fundamentals
- JavaScript
- PHP with SQL I and II
- WordPress

CERTIFICATIONS

- MTA 98-383: Programming using HTML and CSS Credential ID: wMuYW-FauU
- MTA 98-382: Programming using JavaScript Credential ID: waBvG-H9aY
- MTA 98-381: Programming using Python Credential ID: CLbw-DwhQ
- MTA 98-364: Database Fundamental Credential ID: CK7L-DThB

SKILLS

- HTML5 & CSS3
- JavaScript
- Bootstrap
- PHP
- Python
- SQL/MySQL
- WordPress
- Visual Studio Code
- Git/GitHub
- UX/UI design
- Figma/Wireframing
- Adobe Photoshop

PROFESSIONAL EXPERIENCE

Web Development Tutor

Clark College, Vancouver, WA -

July 2021 to Present

- Tutor web development students in HTML, CSS, JavaScript, PHP, Python, WordPress, and web design skills
- Assist students in applying troubleshooting and debugging skills

Luisa Herrera

Vancouver, WA 98333

luherr@gmail.com

360.486.2222

Current Clark College student and certified Pharmacy Technician. Dedicated, hard-working and reliable professional who maintains a focus on accuracy and delivers courteous service at all times.

EDUCATION

Clark College, Vancouver, WA

AS Degree Pharmacy Technician

Anticipated Graduation June 2022

Relevant Coursework:

- Inventory Management
- Compounding
- Automated Devices for Dispensing Drugs
- Pharmacology and the Nervous System
- Drug Classifications
- HIPAA
- Pharmacy Law and Ethics

SKILLS

- Prescription Processing
- Pharmaceutical Calculations
- Medical & Pharmaceutical Terminology
- Drug Classifications & Safety
- Medication Inventory Management
- FDA Compliance
- Medicare, Medicaid & Insurance Claims Processing

CERTIFICATIONS

- Certified Pharmacy Technician (CPhT) 2021
- Washington State Pharmacy Technician Certification 2021

EXPERIENCE

Pharmacy Technician/ Cashier

ABC Pharmacy, Kelso, WA

2020-Present

- Swiftly and correctly calculate dosages, dispense medications, prepare prescription labels and fill prescriptions for approval by pharmacists.
- Use the pharmacy's proprietary computer program to access prescription information including patient and prescriber data, drug selection, prescription interpretation and insurance billing.
- Research and resolve dosage conflicts, potentially harmful drug interactions, insurance issues and other matters to ensure patient safety/wellness and build customer loyalty.

Cashier

Walgreens, Woodland, WA

2018-2020

- Provided excellent and swift customer service
- Did inventory to ensure an accurate number of products
- Ensured pharmacy met and exceeded standards for cleanliness and appearance

VOLUNTEER EXPERIENCE

Adult Volunteer

Legacy Health, Vancouver, WA

2016-2018

- Provided quick assistance to medical professionals
- Ensured patients' comfort
- Delivered items to patients and staff in a quick manner