**Charlene Hsu**

**Chronological Resume**

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
* Accurate keyboarding at 55WPM
* Strong customer service skills
* Outstanding troubleshooting
* Proven task execution 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 transitions
* Actively use organization skills to set-up store displays
* Manage shelf stocking ad 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 Example**

**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

**Chronological Resume**

**Nevaeh Ali**

Vancouver, WA 98664

nevali@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, WA2014 - 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

**Luis Mendez**

**Chronological Resume**

Vancouver, WA 98660

lmendez@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

**Abena Ajani**

**Vancouver, WA 98686**

[Abena.ajani@gmail.com](mailto:Abena.ajani@gmail.com)

**360-557-6962**

**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