

Charles Dotter

555-555-5555

590 SW Greenridge Drive Apt. 89
Lake Oswego, OR. 97035

OBJECTIVE: Clinical Support Specialist 1 at Tuality Hospital (Req# 5061)

SUMMARY:

- Successfully completed 70 hours as an Information Desk Volunteer at Tuality in the Summer Program
- Computer experienced with Microsoft Office & Outlook
- Demonstrated excellent customer service skills in a hospital setting
- BLS certified; Safe Sitter class completion
- Ability to effectively multitask with frequent interruptions

RELEVANT EXPERIENCE:

Office

- Typed letters, envelopes and labels
- Ran copies on the Xerox machine; refilled paper and toner
- Completed basic accounting class
- Accurately sorted and filed documents

Customer Service

- Politely answered phones, accurately transferring calls to the appropriate extensions
- Respectfully listened and answered questions
- Provided compassion and empathy to people who were distressed

Caregiving

- Provided companionship while accompanying seniors on errands and social events
- Helped residents with activities of daily living, medication management, meals, and housekeeping

WORK EXPERIENCE:

Tuality Healthcare	Information Desk Volunteer	20XX
Marquis	Caregiver	20XX
Barten Residence	Babysitter	20XX-20XX

EDUCATION:

Lake Oswego High School 20XX graduate
-Elective classes include computer applications and field study nursing class

CLUBS/ACTIVITIES:

National Honor Society	Lake Oswego High School	20XX-20XX
4-H-Dogs	Puppy Pals-Multnomah County	20XX-20XX
Seasonal Volunteer	Oregon Food Bank	20XX-20XX