Helen Sandquist

hsanquist@gmail.com
Mobile: (971) 987-1234

CAREER OBJECTIVE: **Assistant Administrator position with residential or non-residential facility for adults over 55 years old**

HIGHLIGHTS OF QUALIFICATIONS

- Knowledge of, passion for and demonstrated commitment to seniors and senior issues
- Over 10 years work experience that demonstrates strong leadership and collaboration skills in working with staff and wide range of volunteers
- Over 3 years experience recruiting, training and managing staff and volunteers
- Adept at preparing and managing an operating budget, monitoring expenses and meeting financial goals
- Excellent communication, problem solving and decision making abilities
- Proven and reliable contributor to a successful work team

EDUCATION

AAS, Gerontology **June 2010**
Portland Community College

B.S., Business Administration **June 1996**
Portland State University

RELEVANT WORK EXPERIENCE

Activity Director Intern **2008**
Silver Sunshine; Woodburn, Oregon

Personal Advocate Intern **2007 - 2008**
Elders in Action; Portland, Oregon

Community Volunteer **1998 – 2008**
Woodburn Senior Center; Woodburn, Oregon

Case Manager **2004 – 2008**
Department of Aging Services; Salem, Oregon

OTHER WORK EXPERIENCE

Branch Manager **1996 – 2004**
Bank of the West; Salem, Oregon

REFERENCES AND PORTFOLIO AVAILABLE ON REQUEST