

Wanda Jobs

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Objective: An administrative position in a high quality organization that will utilize my skills and provide a supportive, challenging work environment.

Education:

University of Washington, Seattle, WA
1995-1999 B.A. Degree, Business. GPA 3.2

Employment Experience:

2/99 to Present--Language Specialist

- University of Washington, Seattle, WA
- **Tutored** Vietnamese-speaking UW students.
 - **Interpreted** for visiting Vietnamese students and professors.

6/98 to Present--Office Assistant

- UW Medical Center-Adolescent Health Project, Seattle, WA
- **Processed** projects using **MS Works** and **MS Word**.
 - **Directed** phones with 8 incoming lines to numerous UW extensions.
 - **Scheduled** up to 600 patients a month.
 - **Responsible** for front office reception.
 - **Dealt** with patients in-person and by-phone.
 - **Interpreted** for Vietnamese-speaking patients.

3/97 - 6/98--Office Assistant

- Rug-Rat's Childcare Center, Seattle, WA
- **Managed** alphabetical and numerical records for 140 children and 20 teachers and employees.
 - **Maintained** database and processed accounts receivable information.
 - **Answered** phone inquiries using multi-line phones with 4 extensions and took messages for teachers.
 - **Interpreted** for Vietnamese-speaking parents.

1/96 - 3/97--Teacher Assistant

- Nathan Hale High School, Seattle, WA
- **Typed** tests and hand-outs using **MS Word (45 wpm)**.
 - **Maintained** files and grade records for 120 students.
 - **Interpreted** for new, Vietnamese-speaking students.

References available upon request