

Prairie Rawlings

Organized Administrative Professional

W: <http://www.worky.com/prairie-rawlings>

I have experience working in a busy office. I worked as a temporary associate, acting as a floater/office assistant for Countrywide Home Loans Regional Operations Center in the Seattle area. I have also worked as an office assistant in a busy chiropractic office. I have know-how in other office environments as well. I have many years of customer service training and employment and I believe that every client, guest and superior should receive only the best service and be treated with respect.

I have excellent computer skills. I am comfortable and confident with most operating systems and software programs. I have education and knowledge using the Microsoft Office suite and Macintosh platforms as well. I am a quick learner and am willing to educate myself in regards to programs that I am not familiar with.

I am smart, punctual, confident, friendly, adaptable and responsible

Prairie Rawlings's Professional Experience

2010 - 2010

The Seasons at Northlake - Server

Greeting and seating guests; providing information about the restaurant and menu; taking orders and entering them into the software system Hot Sauce to send them to the kitchen and create a tab for guests; taking orders from the kitchen to the table of the guests; printing and providing checks to guests; taking payments and making change; keeping my own till and balancing it at the end of the shift and side work which includes bussing tables, brewing coffee and tea, rolling silverware into napkins; end of shift or end of day cleanup; refilling condiments and light cleaning.

2005 - 2005

Chiropractic Wellness Depot - Office Assistant

Duties: answering telephones, making appointments for new and existing patients, filing, setting up new patients, and receiving patient payments or providing statements when necessary. On occasion, I would fill in for the Chiropractic Assistant in providing treatments to patients, taking x-rays and performing computer scans for nerve and muscle function.

Key Skills

Filing, General reception, receiving patient co-pays, scheduling, telephone handling

2004 - 2005

Parker Services - Temporary Associate

Working temporary assignments on short notice. Advertising Intake Coordinator's assistant at The Seattle Times. Duties: Intermediary between the sales department and the ad designer department, scheduling ad projects and due dates for the designers, including ad dimensions, colors, type and settings, as well as providing back-up for the Intake Coordinator as necessary.

Key Skills

assignment coordination

2004 - 2005

Animal Care Clinic - Veterinary Assistant/Intern

2004 - 2004

Animal Care Clinic - Veterinary Assistant/Intern

As a graduation requirement for Pima Medical Institute, I was to work 360 hours without pay in a veterinary clinic. When my internship was complete in 1/2005, I was employed at this same clinic. My duties included animal handling and restraint, bathing and walking dogs, cleaning out kennels for dogs and cats, injections, blood draws, surgical preparation, assistance and cleanup, dental cleanings, assisting the doctors in exam rooms with patients and clients, and various other duties as needed. This job required strong emotional disposition, patience, sensitivity and care

2003 - 2004

Apple One - Temporary Associate

Temporary Associate at Airgroup Express Corporate Office. Internal collections. Duties included telephoning customers, providing copies of invoices and statements, assisting in resolving disputes, and collecting past due funds from customers.

Temporary Associate at Countrywide Home Loans. Duties ranged from receptionist and office assistant to ordering specific documents for loan processors, as well as data entry, faxing, copying and filing.

Key Skills data, Filing, invoices, office assistant, Receptionist

2003 - 2004 **VMC Consulting - XBOX Tester**

Duties include testing Xbox games and software on various versions/builds of Microsoft Xboxes. Tests included checking for graphic and audio errors, software and hardware bugs, following specific batteries of tests, as well as ensuring that game play ran smoothly and properly. This position required a confidential environment. Attention to detail, good reflexes and coordination, as well as skills required to play and test the games were also important.

Key Skills working in a confidential environment

2003 - 2004 **Parker Services - Temporary Associate**

2002 - 2003 **AppleOne - Temporary Associate**

2002 - 2003 **VMC Consulting - Temporary Associate - XBOX Software and Compatibility Tester**

Prairie Rawlings's Education and Qualifications

2015 **Bachelor/Degree - Prerequisite Studies, Mathematics, Composition, Humanities, Literature**

Gwinnett Technical College

2004 **Bachelor/Degree - Certificate, Veterinary Assisting**

Pima Medical Institute

Prairie Rawlings's Additional Information

Links

Linkedin Profile - <http://www.linkedin.com/pub/prairie-rawlings/30/479/9a4>

Interests

writing, literature, visual art, holistic medicine and nutritional healing, environmental advocacy, social media, customer service, office administration, office assistance
