

SXXXX E. PXXXX

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OBJECTIVE: To obtain a challenging position where my education and work experience will have valuable application.

EDUCATION:

Candidate for Bachelor of Science May 2008
Major: Business Management Salisbury, MD
Perdue School of Business
Salisbury University

PROFESSIONAL AND DEVELOPMENTAL EXPERIENCE:

Office Automation Clerk/College Relations Manager Dec. 2004-Present
NAVAIR Professional Recruitment Office Patuxent River, MD

- Responsible for coordinating, planning, registering and scheduling Fall recruitment schedule
- Acted as a liaison between college career centers and NAVAIR recruiting team
- Developed diversity partnerships with university and national diversity events
- Worked with hiring managers and interviewers and developed recruiter schedule
- Created and processed invoices and purchase orders for all recruiting events

Human Resource Assistant Sept. 2004-Present
Salisbury University Human Resources Salisbury, MD

- Review and update information in PeopleSoft
- Authorize and access confidential information
- Create position summaries and eligibility lists
- Answer and direct inquiries

Exam Proctor May 2002-Present
University of Maryland University College Adelphi, MD

- Check in and out distance education students for exams
- Administer and monitor exams for 200-225 students
- Verify student identity and class enrollment

Medical Billing Receptionist July 2005-Aug. 2007
Patient Account Services LaPlata, MD

- Answered and explained patient billing inquiries
- Liaison with health insurances
- Managed and improved filing system
- Posted and submitted secondary claims

Supervisor/Medical Receptionist Dec. 2004-June 2006
A Woman's Place Waldorf, MD

- Supervised 5 employees
- Managed and collected payments up to \$1000
- Scheduled physician appointments using Lytec software
- Pre-cert surgeries and deliveries

AFFILIATIONS/AWARDS:

- ***Society for Human Resource Management***, Salisbury University Dec. 2007-Present
- ***History Club***, Salisbury University Sept. 2007-Present
- ***Salisbury ShoreCAN Urban Ministries***, Salisbury University, Aug. 2006-May 2007
- ***Girl Scout Gold Award*** 2004
- ***Annual Prevention of Sexual Harassment Certification (POSH)***
- ***Department of Defense Information Assurance Awareness Certificate***