

Hannah Phillips



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503-530-0525



Experience

Special Olympics, Portland, OR,

- Data Entry -

December 2018 - Present

- Communicated with others to receive information from participating schools
- Recorded information into excel for events
- Managed my time to meet deadlines
- Organized information on to spreadsheets using language that is easy to understand

Mortgage Express, Vancouver, WA

- Personal Assistant -

June 2020 - October 2020

- Assisted Loan Officers and input clients' private information into excel spreadsheets
- Hand-wrote letters to clients
- Ensured important information was mailed to them
- Performed tasks that would lighten the work load of employees, whether it be printing or organizing stock rooms

Portland Parks and Recreation,

Wilson Pool, Portland, OR

- Lifeguard/ Swim-Instructor -

September 2015 - September 2019

- Anticipated the actions of customers
- Worked with people ranging from newborns to senior citizens
- Assisted guests with their needs
- Communicated to guests in a calm manner



Education

Oregon State University

Graduating Summer 2021

Graduating Summer 2021 with a degree in graphic design and photography. I have studied the Adobe creative cloud programs, and collaborated with peers on projects to create a final design. I actively participate in critiques and learn through a collaborative process which encourages creative thinking.



Skills

- Adobe Creative Cloud
- Microsoft Software
- CPR/AR Certified
- Proficient in Customer service
- Excellent in Written Skills
- Able to use Capture One
- Proficient in Photographic skills

- Here to make your life easier -