

# Hannah Phillips

Hannah is a self motivated , friendly, and hardworking team member.

## Contact Me:

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## EXPERIENCE

### **Holistic Health Clinic, Beaverton OR— Front Desk Assistant/ Social Media Manager**

November 2021- present

While working at Holistic Health Clinic , I assisted the providers by helping schedule clients, communicating difficult information to patients, cleaning, data entry, managing the clinic's social media, as well as consistently working with the owner to grow the social profile and market the business to increase revenue and find ways to bring in more patients.

### **Mortgage Express, Vancouver WA— Data Entry**

June 2020 - September 2020

While working at Mortgage Express, I entered data using Microsoft Excel, organized client files, sent out correspondence to clients, and assisted my co-workers with any day to day needs. This job taught me to take initiative and find tasks myself that would increase the performance of my co-workers; such as organizing the office or anticipating what paperwork they would need.

### **Portland Parks and Recreation, Portland OR—Lifeguard/ Instructor**

September 2015- September 2019

While working for Portland Parks Recreation, I taught swim lessons to ages ranging from infant to young teens. I also consistently assisted patrons, cleaned the pool deck, performed first aid when needed, navigated intense situations, served snacks, maintained the pool, and watched over the safety of all guests.

## EDUCATION

### **Oregon State University, Corvallis OR— Bachelor of Fine Arts of Graphic Design**

September 2018 - September 2021

While attending Oregon State University, I majored in Graphic Design and obtained a minor in photography. Both of these competitive programs allowed me to learn how to use my creative abilities to communicate messages to the public through design and photography.

## SKILLS

Graphic Design

Photography

Great organizational skills

Excels in customer service

Proficient in printing skills

Fantastic phone etiquette

Excels in Writing

Proficient with Data Entry

First Aid Certified

## AWARDS

OLCC Certified

**Employee of the  
Session**—Achieved while  
working at Wilson Pool for  
Portland Parks and Recreation  
in summer of 2018. .