

# **Sonia McElhennon**

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## **SKILLS SUMMARY**

### **Retail Sales Associate**

- Greeted customers and ascertained what each customer wants or needs
- Described merchandise and explained use, operation, and care of merchandise to customers
- Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires
- Computed sales prices, total purchases, and received and processed cash or credit payment
- Answered questions regarding the store and its merchandise

### **Medical Receptionist**

- Answered telephones and directed calls to appropriate staff
- Scheduled and confirmed patient diagnostic appointments, surgeries, or medical consultations
- Operated office equipment, such as voice mail messaging systems, and used word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, and medical records
- Maintained medical records, technical library, or correspondence files
- Greeted visitors, ascertained purpose of visit, and directed them to appropriate staff

### **Teacher's Assistant/Nanny**

- Provided extra assistance to children with special needs in and outside of the classroom
- Supervised children at school, on field trips, at home, and on other outings
- Tutored and assisted children individually or in small groups to help them master assignments
- Enforced administration policies and rules governing students
- Certified in CPR

## **WORK HISTORY**

### **Retail Sales Associate**

18 months

- Thriftown, San Francisco, CA
- Fred Meyer, Cornelius, OR

### **Medical Receptionist**

3 years

- The Portland Clinic, Portland, OR

### **Teacher's Assistant/Nanny**

3 years

- Alder Street Child Development Center, Portland, OR
- Auntie Fay Agency, Portland, OR
- St. Patrick's High School, Dungannon, Ireland

## **EDUCATION**

### **High School Diploma**

Our Lady's High School, Cookstown, Northern Ireland