

# Jaimie Stephenson

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## Highlights of Qualifications

- Proven accuracy in dealing with reports, filing, schedules and office procedures
- Excellent communication skills highlighting a positive attitude in difficult situations
- Outstanding time management skills allowing for exceptional multi tasking ability
- Demonstrated ability to deal with payment schedules, cash, and check handling
- Established record dealing with clients from various backgrounds
- Knowledge in Microsoft Word, PowerPoint, Excel and Outlook

## Education

Metropolitan State College of Denver, Denver, CO

August 2005-December 2009

Degree: Bachelor of Science-Psychology

Minor: Human Performance and Sport      Concentration: Coaching

## Relevant Experience

Transwestern Commercial Services, Phoenix, AZ

May 2008/2009-August 2008/2009

### Office Assistant (Temporary)

- Communicated with customers, employees, and other individuals to answer questions, disseminate or explain information, took orders, and addressed complaints.
- Answered telephones, directed calls, and took messages
- Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities.
- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Maintained and updated inventory, mailing, and database systems, using a computer.
- Reviewed files, records, and other documents to obtain information to respond to requests.

Utah Indoor Soccer, Woods Cross, UT

Seasonal Position

### Timekeeper/Office Assistant

- Maintained sport records including times, scores, and personal and team statistics
- Enforced game rules provided support to head referee
- Coordinated payment from teams prior to session start
- Collected waivers and retained records for scheduled teams, maintained database and provided information to clients on program details
- Maintained professional attitude while dealing with a variety of personalities
- Resolved customer issues as needed

Arrowhead Hospital, Glendale, AZ

May 2002-August 2002

### Emergency Room Front Desk (Volunteer)

- Greeted patients with positive attitude upon arrival
- Processed patient check-in paperwork and forwarded to triage team
- Completed routine office duties such as answered phones, filing, etc

## Extracurricular Activities/Leadership

- Volunteered for Special Olympics Spring 2006
- Worked Soccer Camps for Metro State
  - ✓ Trained soccer teams - players aged 6-14
- Coached for Edge Soccer Club-Mentally and physically challenged team
  - ✓ Adapted training to fit the needs of challenged youth
- Student-Assistant Coach for Metro State Women's Soccer
  - ✓ Scouted, trained and mentored players for award winning Conference Championship team
  - ✓ Coached students on mental strength for NCAA competition