**Leah J. Daarud**

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**OBJECTIVE**

My objective is to obtain the Human Resource Assistant position which will allow me to use my education and years of experience to benefit Braun Northwest and the community you serve.

**SKILLS AND ABILITIES PROFILE**

Obtain excellent verbal and written communication skills.

Manage myself in high stress times with confidence and professionalism.

Knowledge of basic employment laws and ability to interpret regulations.

Capable of ensuring that ethical and professional standards of practice are maintained.

Exceptional time management and organizational skill.

Experience in handling confidential paperwork and information.

Ability to work with professionals from a variety of disciplines.

Strong leadership skills; able to lead employees to achieve the programs vision and goals.

Maintain professional demeanor.

**EXPERIENCE**

**June 2015 – Present Receptionist Cascade Mental Health Care Centralia, WA**

**Responsibilities:** Receive and greet persons coming in to front desk. Answer telephone and expedite calls in a timely manner. Maintain schedule of resources. Process necessary documentation for clients and clinicians. Maintain document tracking procedures. Assist with support staff duties. Stay up to date on mental health laws and regulations.

**March 2014 – June 2015 Medical Receptionist Pioneer Family Practice – Lacey, WA**

**Responsibilities:** Check in patients, collect co-pay, request any payment owed, verify insurance and demographics. Enter any changes in to electronic health record systems. Triage incoming calls and forward to the patient’s primary care provider. Obtain records requested by any patients or other medical facility. Comply with all HIPAA rules and guidelines. Fax referrals if requested to do so. Adhere to policies for forwarding telephone encounters to correct recipient.

**January 2013-March 2014 Mental Health Life Coach Life Force Services – Olympia, WA**

**Responsibilities:** Assist and motivate individuals in their care attend to their personal daily living needs. Further develop vocational, nutritional, social, and personal skills necessary to maintain or achieve the highest possible level of independent functioning in the least restrictive environment. Encourage, guide and train individuals to develop daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring the health and safety of individuals, and maintaining the service environment.

**October 2011 –** **April 2013** **Human Resource Assistant Cochran Inc – Seattle, WA**

**Responsibilities:** Worked directly under the supervision of the HR Manager. Created and maintained employee files. Transferred 30 years of paper files to a computer data system. Assisted with tasks that included job postings, back ground checks, and verifying prior employments.

 **February 2009 – July 2011** **Office Manager Milham Family Chiropractic – Silver Lake, WA**

**Responsibilities:** Submit accurate claims to assigned insurance companies in a timely manner. Maintain up to date billing procedures. Understand up to date CPT and ICD 9 coding. Verify insurance, create marketing events and marketing avenues to generate new patients, keep patients on a precise schedule, do recalls, perform reactivations on old patients, help with therapies, conduct Decompression Therapy. Keep the office in a steady flow. Create, coordinate events, recruit therapists, vendors, and companies to participate. Schedule an organize events from top to bottom. Stay within or below budget.

**April 2006 – February 2009**  **Executive Assistant The Firs, Bible Missionary Center – Bellingham WA**

**Responsibilities:** Record minutes for board, operational, and executive meetings. Oversee all program and event marketing. Create and proof annual reports as well as event finance reports. Proof read most outgoing documents, especially those of high regard or of official nature. Create a monthly newsletter that has over 3,000 recipients. Manage a database containing over 5,000 constituents and keep it up to date. Keep in touch with the Board for FREQUENT schedule changes and arranging flight plans.

**CERTIFICATIONS**

* **MENTAL HEALTH FIRST AID**
* **FIRST AID EXPIRES 12/18**
* **CPR (AED CERTIFICATION) EXPIRES 12/18**
* **BLOOD BORNE PATHOGENS EXPIRES 12/18**
* **FOOD HANDLES PERMIT EXPIRES 12/18**

**References Available Upon Request**