Leah Daarud

704 W. First Street

Centralia, WA 98531

360-540-8580

snohomishnaturals@gmail.com

08/20/2018

Dear Hiring Manager at Braun Northwest,

When I learned of your open position for Project Coordinator I quickly put together a resume and cover letter for you to review. I have years of diverse experience and a strong commitment to effective communication and team collaboration that I am confident will significantly benefit your organization.

I have years of experience in administrative support functions, building solid relationships, and balancing multiple priorities. My ability to strategically plan for and achieve goals position me to thrive in this challenging position.

I look forward to discussing with you further my qualifications and thank you for carving out time to conduct an interview with me.

Sincerely,

Leah Daarud

**Leah J. Daarud**

704 West First Street Centralia 98531

snohomishnaturals@gmail.com – **360-540-8580**

**OBJECTIVE**

My objective is to obtain the Project Coordinator 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 oral and written communication skills.

Manage myself in high stress times with confidence and professionalism.

Confidence in my ability to work independently and as a team in collaborative environment.

Capable of working with a diverse customer base.

Exceptional time management and organizational skills.

Experience applying Principles of Project Management in order to meet deadlines and complete tasks.

Ability to work with professionals from a variety of disciplines.

Strong leadership skills; able to lead employees to achieve the vision and mission of a team endeavor.

**EXPERIENCE**

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

**Responsibilities:** First line of communication between community and staff whether person or phone. Responsible for keeping, updating, and maintaining records. Highly skilled in computer software. Closely work with insurance companies. Excellent at communicating. Execute customer service with a variety of agencies and disciplines. Stay up to date on mental health laws and regulations. Maintain calandar of events, schedules and coordinates 30 provider schedules. Facilitate training and community event. Stay within budget for events responsible for planning.

**April 2013-March 2015 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:** Contracted Employment. Worked directly under the supervision of the HR Manager. Created and maintained employee files. Transferred 30 years of paper files to an electronic records system. Created job postings, facilitated back ground checks, verified prior employment.

 **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/Event Planner The Firs Conference 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. Create events and see through to end of project and successfully stay under budget.

**EDUCATION**

* **Associate in Arts Degree (currently pursuing) - will graduate in Centralia, WA**

**CERTIFICATIONS**

* **MENTAL HEALTH FIRST AID**
* **FIRST AID EXPIRES 12/19**
* **CPR (AED CERTIFICATION) EXPIRES 12/19**
* **BLOOD BORNE PATHOGENS EXPIRES 12/19**
* **MANAGEMENT OF AGGRESSIVE BEHAVIOR CERTIFICATION EXPIRES 12/19**

**References Available Upon Request**