

MELISSA FARRINGTON-MITTEN

1755 Centralia Alpha Road, , Chehalis, WA 98532, 3608073646

PROFESSIONAL SUMMARY

I believe I can be a real asset to your organization with my skills and background experience in submitting for permits for specific jobs under a previously owned excavation business as well as my customer service skills, organization of meetings, payroll, teamwork, my creative thinking, safety and responsibility and working in a high stress, faced paced environment yet still being able to pay attention to detail. I have experience using multiple computer programs and I learn quickly with new programs or software as i was taught through the hospital who are constantly upgrading systems yearly and monthly and you have to become flexible and willing to learn anything while being responsible and keeping information that may be sensitive safe in charting and documentation. At last my experience with yearly evaluations, meetings, building our department up with articles and emails updating staff and working on policies and procedures. With this experience I believe i can help build your company and be successful there.

SKILLS

- Great computer skills, Microsoft Word, Excel, PowerPoint, Kronos, Epic,
- Recruiting skills
- Safety analysis responsibility
- Some knowledge of permits and bids
- Familiar with the process of professional disciplinary actions, SBAR, HR process
- Payroll, scheduling and FMLA
- Adaptable and flexibility
- Good people skills
- Attention to detail
- Case history documentation

EXPERIENCE

Office Manager

January 2011 - July 2016

Double Duty Land Management LLC | Centralia , WA

- Online bidding
- Payroll
- Applying for permits
- Quick books
- Designing business advertisements ideas
- Tax prep
- Customer service, checking up on customers monthly/yearly, calls for payments or quotes.
- Working at job sites to help prepare for brush clearing, site preparation, seeing if permitting needed.
- Management of diesel/gas usage and contract services if needed.

EEG Technologist

February 2016 - Current

Providence St Peters Hospital | Chehalis, WA

- Helped physicians in diagnosing and treating cardiac and peripheral vascular disorders.
- Maintained equipment in good working order by completing regular inspections and routine upkeep.
- Prepared patients for testing, including positioning properly, attaching electrodes, and connecting electrodes to leads.
- Protected patients throughout tests by monitoring safety and notifying physicians of notable changes.
- Non registered on call for 3 years. Registered full time since March of 2019

Administrative Assistant

March 2014 - Current

Providence St Peters Hospital | Olympia , Wa

- Working jointly with HR to make sure our department was following policys and procedures correctly and to correctly make decisions for reprimanding and disipline for employees in our department.
- Supported meetings by organizing spaces, preparing documentation, and completing meeting notes.
- Handled communications between staff and customers, including producing error-free correspondence and routing all mail.
- Promoted productivity by handling all administrative tasks, including schedules and correspondence.
- Met legal requirements by correctly completing important forms.
- Coordinated successful conferences, meetings and special events, including catering and equipment setup.
- Paid team members on-time with by correctly editing time cards and input of missed or special pay times/codes.

Emergency Room Unit Coordinator

February 2009 - Current

Providence Centralia Hospital | Centralia , WA

- Compiled medical reports covering specific patient or general office data.
- Coordinated patient admissions through proactive communication with hospital personnel.
- Worked closely with AMR (the local ambulance company) and lifeflight and Airlift northwest for transportation of patients with traumas or needing specialty care that our hospital didn't offer.
- Worked with ER physicians to input orders and get documents needed to help with patient care.
- Helped prepare rooms before patients arrived by ambulance or waiting room areas.
- Watched over area inside ER while nurses and doctors were in trauma rooms.

Urgent care receptionist

January 2007 - February 2009

Steck Medical Clinic | Chehalis, Wa

- Protected patient data through strict compliance with HIPAA requirements.
- Gathered information from patients, processed registration paperwork, and collected payments.
- Helped patients by telephone and in-person to resolve various billing and scheduling issues.
- Relayed messages and transferred records between staff and offices to facilitate effective patient care.
- Supported accounting by reconciling daily payment charges and maintaining accurate records.
- Greeted visitors and communicated to assess needs and provide direction.
- Obtained payments directly from patients or through insurance reimbursement by completing and filing forms.

Mill Worker

January 2005 - January 2007

Harder Mutual Plywood | Chehalis , WA

- Prepared for production runs by breaking down, assembling and calibrating equipment.
- Minimized safety hazards by maintaining clean and organized work areas.
- Met production targets with skilled and efficient work assembling products such as [Type]s and [Type]s.
- Continuously cleaned and organized work areas to remove safety hazards and maintain a minimum level of production errors.

Log Scaler

January 2004 - January 2005

Lewis County Forest Products | Winlock, Wa

- Prevented backups and safety issues by communicating effectively with coworkers to direct log movements.
- Coordinated transport of logs to mill sites for grade-specific processing.
- Maintained adequate records by tracking weights of log trucks before and after unloading.
- Identified market value by calculating volume, weight, and dimensions.
- Detected defects such as water damage, splits, and knots with quick tests.

EDUCATION

High school diploma

June 2005

Winlock High school, Winlock, WA

Registered Electroencephalogram Tech

March 2020

ABRET

Centralia College , Centralia , Wa