

McKenzie Moberg

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EXPERIENCE

Engineering Submittal Assistant

12/2021 - Current

Vaughan Company | Montesano, WA

- Prepare engineering documentation packages using Word, Adobe, and Excel.
- Maintain updates to project status log.
- Draft, track, and maintain project exceptions and clarifications.
- Schedule and communicate with clients regarding project status.
- Be responsible for maintaining quality standards on all projects.

Office Assistant 2 (Temporary)

06/2021 - 11/2021

WA State Parks and Recreation Commission | Tumwater, WA

- Receive, open, sort and distribute mail.
- Perform archiving procedures to include: handling/management of physical materials, operation of the electronic records platform, and correspondence with Records Center staff.
- Correspond with Park staff and customers via email.
- Alphabetize and file paperwork according to established procedures.
- Review bank deposit records (BDR), shift summaries, credit card transaction reports, and receipts.
- High-volume data entry.

Registered Dental Assistant

07/2020 - 04/2021

Valley View Health Center | Chehalis, WA

- Take and record patient medical and dental histories and vital signs, and record treatment information in patient records with 100% accuracy.
- Prepare patients to undergo dental procedures, and assist dentists with sterilizing instruments, setting up instrument trays, and preparing materials.
- Perform teeth cleanings, x-rays, and fluoride applications.
- Provide patients with post-appointment instructions, follow up-care notes, and oral hygiene tips.

Kennel Attendant

07/2019 - 07/2020

Nelly's Ark | Rochester, WA

- Performed routine clerical duties to include: cleaning, making phone calls, assisting clients with checking in/out, providing general information, filing, organizing.
- Provided each animal with food and water following approved feeding protocols.
- Cleaned and sanitized dog yards, kennels, and service areas.

Seasonal Sales Associate

09/2018 - 12/2018

Marshall's| Spokane, WA

- Effectively marketed credit card accounts to achieve daily sign up goals.
- Completed all cleaning, stocking and organizing in the assigned sales area.
- Operated a cash register to process cash and credit card transactions.

Sales Associate

08/2017 - 06/2018

Charming Charlie (Permanently Closed)| Olympia, WA

- Maintained accurate and attractive merchandise displays.
- Completed all cleaning, stocking and organizing in the assigned sales area.
- Achieved daily sales goal by cross selling and promoting additional products.

EDUCATION

Rochester High School | High School Diploma

06/2017

South Puget Sound Community College | Completed 60 credits towards an AA in Communications**SKILLS**

Typing: 50 WPM | Customer Service | Data Entry | Microsoft Office
Google Applications | Adobe | Clerical Skills