

Crystal Bontrager

Writing
120 W. Sycamore Street
United States

View the full portfolio at <http://www.thecreativefinder.com/cdbontrager>

Professional Experience and Curriculum Vitae

Please kindly get in touch for more information.

Previous Clientele

Please kindly get in touch for more information.

Awards and Accolades

CRYSTAL D. BONTRAGER
120 W. Sycamore Street
Elkhart, IN 46516
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Objective

To obtain a position with an established, stable organization that allows me to use my knowledge and experience, and offers great potential for growth and advancement.

Ability Summary

- Excellent written and verbal communication skills
- Strong multi-tasking, time-management, and problem-solving skills
- Strong work ethic, dependable, self-motivated
- Self-confident, outgoing, easy to get along with
- Microsoft Word, Excel, PowerPoint, and Windows
- Typing 70 wpm
- Proficient Medical Terminology
- Some Spanish

Employment History

Substitute Teacher

08/2008 - 05/2010 Elkhart Community Schools Elkhart, IN

- Filled in for absent teachers throughout school system when needed.
- Directed the learning experiences of students in both curricular and extracurricular activities.
- Introduced and presented learning material and provided guidance to students in order to promote proper educational development, etc.

Evening Manager

04/2005 - 01/2007 Malcom's Pub Elkhart, IN

- Waited on customers, handled all cash and credit card transactions.
- Monitored actions of staff and customers to be sure safety standards and liquor laws were implemented and maintained.
- Balanced cash register, made sure all closing duties were done, closed and secured building, etc.

E.D. Registration Secretary

04/2001 - 02/2003 Elkhart General Hospital Elkhart, IN

- Obtained necessary information for patient registration and started chart.
- Transcribed doctors orders and entered into computer, paged on-call physicians and departments when necessary.
- Answered incoming calls and questions, made sure all forms were stocked, greeted visitors at nurses' station, etc.

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