#### **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 Phone: 574-575-9012 Alt Phone: 574-293-2735 cdbontrager@hotmail.com

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 in the state of the s

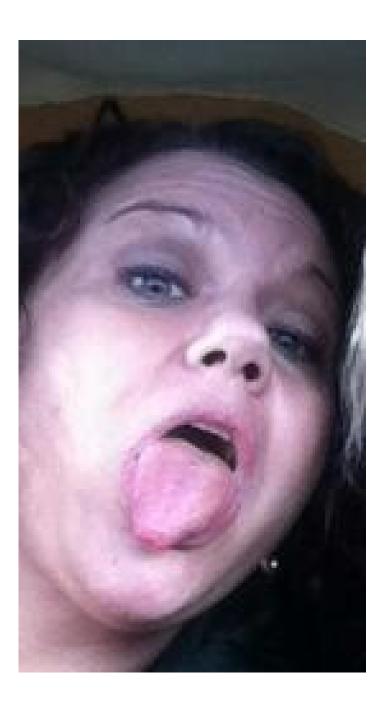
• Transcribed doctors orders and entered into the page and a set of page and a set of the set of th

• Answered incoming calls and questions, made sure all forms were stocked, greeted visitors at nurses' station, etc.

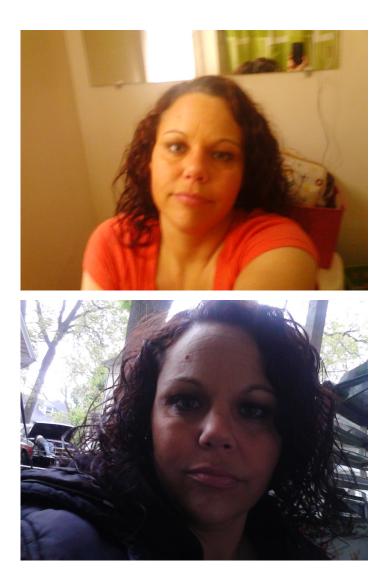
**United States** 



**United States** 



#### **United States**



**United States** 





Crystal Bontrager Writing 120 W. Sycamore Street **United States** 



**United States** 



**United States** 

