

# 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  
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[cdbontrager@hotmail.com](mailto: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 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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