

Danika Stochosky

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Portland, OR 97266
martaabba@gmail.com
503.805.5265

Key Qualities

Organizational Skills
Management History
Public Speaking
Research Hound
People Oriented
Detail Conscious
Responsible
Ambitious
Friendly
Good Team Member

References

Corie Wiren

Diane McKeel's Office
Multnomah County
corie.wiren@co.multnomah.or.us

Thomas Dickenson

Beloit College Alumni Assoc.
thomas.dickenson@osd.mil

Lori Sue Hoffman

Defunkt Theatre
lorisuehoffman@gmail.com

Computer Skills

80 WPM
10-Key Proficient
Microsoft Office Suites
QuickBooks
Power Point
MetroScan
Key Point
Big Time
Internet Savvy

Education

Beloit College, BFA
Cum Laude
Departmental Honors
May 2002

Work Experience

January 2005 to Present

Personal & Business Banker, Washington Mutual Bank

My position with WaMu started at the bottom, as a teller. Within 6 months I was out in the lobby as a new accounts/customer service agent. I help my personal and business customers make good decisions and help them find financial solutions that fit their needs. This needs to be done while taking care of the everyday needs of customers. Managing appointments, understanding and managing necessary paperwork, explaining restrictions on transactions and accounts, and meeting goals are all a part of a days work.

August 2004 to December 2004

AP/AR, Reception and Office Management, Staffing Solutions Temp Agency

At General Transportation I was fast, thorough, and caught a lot of billing mistakes. At Allen Trust Company it was soon discovered that I was more intelligent than your average receptionist so I was put to work reorganizing and reformatting the company's filing system. While the new system was being implemented I was still carrying out all of my regular duties as receptionist as well, including but not limited to organizing luncheons, taking letters, handling legal documents, and managing the front office.

October 2003 to August 2004

Receptionist, Sunset Fuel

I was hired to answer phones, greet customers, and shuffle mail in and out of the office. As my manager's faith in my capabilities grew so did my responsibilities. I handled all move accounts, balanced checks for A/R, tracked oil records, cancelled plans, designed and sent out marketing, all while continuing regular front office duties.

May 2002 to February 2004

Independent Contractor and Artistic Assistant, Northwest Children's Theater

My responsibilities grew from teaching and house managing to assistant directing main stage shows and designing sets. As Artistic Assistant my job was to keep the Artistic Director on track while producing shows. That meant collaborating with other artists, publishers, actors, writers, keeping track of meetings, obtaining rights to plays, typing up and tracking down contracts, props and scripts, editing publications and pulling files, and reorganizing the Artistic Director's office.

Volunteer Organizations

defunkt theatre, company member

Dress for Success, Speaker

Banking on Our Future, Instructor