

Rachael Weddle

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OBJECTIVE

Seeking a position in the field of Social Work and/or office management

SKILLS

- Years experience with keyboards, computers and office organization.
- Nine certifications of awards in keyboarding class and honor roll for three years at Stephen Decatur High School and 4 Dean's List at Gallaudet University.
- Outstanding skills in Microsoft Word, Excel, Advance Outlook Express, e-mail, Windows 95, Windows 98, Windows XP, Windows Vista, types 60-70 WPM, Microsoft Office 2007, PowerPoint.
- Fluent in American Sign Language, English (SEE sign language), and familiar with assistive devices for the Deaf and Hard of Hearing.

EDUCATION

Bachelor of Social Work August 2009
Arkansas State University-Jonesboro - Jonesboro, Arkansas
GPA: 3.75

Bachelor of Social Work, senior status - completed 138 hours 1991-1998
Gallaudet University - Washington D.C.

General & Vocational degree June 1991
Stephen Decatur High School - Decatur, Illinois

EMPLOYMENT EXPERIENCE

Medical Record & Scan Clerk
NEA Clinic, Jonesboro, AR 05/2004 - 04/2008

- Collected files/papers from oncology/lab department.
- Recorded chart numbers and sorted all files papers before scanning.
- Gathered all upcoming appointments and patient files prior to appointment.
- Pulled charts to work on prepping and indexing with papers to scan.
- Operated copy, fax machine, printer, and computer and kept all patient information confidential.

Sales floor Clerk - Softlines Department
Wal-Mart, Jonesboro, AR 02/2000 - 05/2004

- Trained on various department manager jobs, learned how to pick list.
- Negatives on hands and price changes.
- Floor plans set and worked on new modular and zoned.
- Started unpacking and put up items.
- Worked on returns from customer service.
- Picked up items off the floor

Office Assistant Trainee 08/1990 - 08/1991
Central Association for Special Education, Decatur, Illinois

- Entered all computer data.
- Filed correspondence, cards, invoices, receipts and other school records in alphabetical and numerical order.
- Searched and investigated information contained in files and photocopied records.

Receptionist

Student Body Government at Gallaudet University, Wash., D.C.

10/1996 - 11/1996

- Answered TDD.
- Assisted college students with information regarding tickets for events.
- Organized filing system.
- Typed events/memos announcements for campus.

VOLUNTEER WORK

Social Worker (Intern)

Arkansas State University, Disability Services

08/2008 - 04/2009

- Set up with computer and laptop for communication.
- Interviewed and advocated students with disabilities: history/educational backgrounds.
- Completed paperwork and progress notes.
- Researched referral sources and/or services.
- Worked with community – field fair.

Social Worker Assistant (Intern)

Shiloh Baptist Church

08/1997 - 04/1998

- Assisted senior citizens with disabilities and hearing impaired.
- Interviewed and used process recordings.
- Worked with community-planned activities.
- Researched for information with senior citizens.

COMMUNITY INVOLVEMENT

Delta Sigma Omicron – member since 2009

- AWARD: Certificate of Participation – forum panelist, Disability Awareness Week

References available upon request