

# Julie Marshall

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To be successful in a Corporate Communications career, which is, challenging and stable, which offers job advancement preferably in a health care environment.

## **SUMMARY OF QUALIFICATIONS**

|                  |                         |               |
|------------------|-------------------------|---------------|
| Computer Skills  | Managed Care            | Presentations |
| Customer Service | Meeting Coordination    |               |
| Data Entry       | Microsoft Office Suite  |               |
| Event Planning   | Multi-phone line system |               |

## **EDUCATION**

Fontbonne University, Bachelors Degree in Corporate Communications, anticipated graduation date December 2010  
GPA 3.8

## **EMPLOYEE HISTORY**

*Mercy Health Plans, Chesterfield, MO* *August 2006 - Present*

### **Office Assistant Coordinator**

- Order and maintain office supplies for the entire company
- Analyze cost among various vendors
- Processed all of the payments for the Human Resource Department
- Coordinate the Archive Center by processing and organizing each archive box that is located onsite at Mercy Health Plans' storage and offsite at Iron Mountain

*Mercy Health Plans, Chesterfield, MO* *June 2002 - August 2006*

### **Office Assistant**

- Process, Sort, Deliver the U.S. and internal mail for the entire company
- Maintain the Copy Room by processing copy job and folding job requests
- Respond to Facility Management issues
- Relieve the receptionist as needed

*Ferguson-Florissant School District* *August 2001 – June 2002*

### **Clerical/Library Aide**

- Processed all material that entered and exited the library
- Ordered materials for the librarian
- Handled the mail for the library
- Organized the library using a filing system and a classification system
- Substitute taught when teachers were absent

*Security Alert* *2001 - 2001*

### **Telemarketer**

- Communicated different promotions to our future buyers
- Answered customers' questions
- Scheduled appointments with customers and future buyers
- Sold security systems to homeowners

*Famous Barr* *June 1998 – December 2000*

### **Sales Associate**

- Handled Customers' transactions
- Greeted people as I helped them with their questions or concerns
- Organized stock and sales floor
- Inventoried the stock of shoes and clothes

**TRAINING, ACHIEVEMENTS, AND COURSE WORK**

- Service Plus Training - Customer Service Training 2002
- HIPAA Education & HIPAA Compliance Training annually
- Rewards and Recognition Committee
- Beginning and Intermediate Excel class

**References: Upon Request**