
JAMIE A. MADDEN

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A highly motivated individual, whose experience and knowledge reflects a strong sense of socialization and customer service. Seeking a full time position that utilizes my skills as well as challenges my abilities in a company that offers new opportunities.

EDUCATION: **MISSOURI STATE UNIVERSITY- SPRINGFIELD, MISSOURI**
 BS Sociology / Psychology – May 2008

FASHION INSTITUTE OF DESIGN AND MERCHANDISING- LOS ANGELES, CALIFORNIA
AA Degree, Visual Design, Layout and Presentation – June 1990
Various courses: Visual Display I & II, Concept Visualization I & II, Visual Marketing, Design Fundamentals, Art History, Modern Art, Color Theory, Trend Analysis, Presentation Design, Budgeting and Research, Lighting Techniques, Graphics I & II, Drafting

WORK EXPERIENCE:

ADMISSIONS CLERK - EMERGENCY ROOM DEPARTMENT
APRIL 2006-AUGUST 2007

OZARKS MEDICAL CENTER, West Plains, Missouri

- Provided initial admittance for ER patients: informed staff of patient status and threat of situations
- Informed patients of options available for assistance such as, hospital or government services
- Interviewed patient and/or families for medical billing and insurance claims
- Submitted correspondence via internet to insurance providers including Medicare and Medicaid

RECEPTIONIST - SCHOOL OF HUMAN ENVIRONMENTAL SCIENCES
APRIL 2001-MAY 2002

UNIVERSITY OF ARKANSAS, Fayetteville, Arkansas

- Redesigned and maintained letters of specifics for HESC University degrees
- Assisted professors' administrative assistants with daily tasks and student correspondence
- Directed visitors and potential students and staff with necessary information
- Informed existing staff and students of current events on campus
- Trained student aids to assist myself and other office employees
- Organized procedures, maintained supplies and organized filing system
- Conducted daily corresponded via phone/internet to all staff and potential students

GRAPHIC DESIGN - DESKTOP PUBLISHING - AUGUST 1997-JANUARY 2000

WILLIAMS PRINTING, Thayer, Missouri

- Created and maintained existing client portfolios
- Developed new business solutions for all advertising aspects
- Designed proposals, contracts, brochures, business cards, logos, menus, posters; 4 page monthly newsletter
- Daily phone communications, customer relations

ADDITIONAL INFORMATION:

Computer Application Skills: Corel Draw Suite X4, Photoshop, Macintosh Plus, QuarkExpress; IBM Windows-MS Office: Word, Publisher, Access, PowerPoint, Excel, PhotoStyler, Aldus Pagemaker 6.0; Adobe TypeAlign, Photoshop, Illustrator, and Internet system. Familiar with most office equipment.

Educational Cumulative - GPA 3.18; Member, American Sociological Association; Sociology Honor Society Alpha Kappa Delta; Honor Society and Awarded Scholarship - Fashion Institute of Design & Merchandising.