

ARTHUR T. WACHLINE

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OBJECTIVE: A position in maintenance or property management to increase my experience and utilize my current training and skill.

SKILLS:

Clerical:	Typing / word processing	Electronic spreadsheets
	Ten key data entry	IBM PC basics
	Accounts receivable and payable	Professional communication skills
Medical:	CPT-4 / ICD-9-CM coding	Knowledge of medical terminology and abbreviations
	Billing and claims	
Janitorial:	Knowledge of cleaning supplies and equipment	
	Excellent work records	

EDUCATION / TRAINING:

Business Computer Training Institute

Completed intensive 12 week training course in basic medical terminology and developed computer entry skills. Training included team studies and self-directed planning.

Tektronix

Variety of management courses in effective leadership, communications, problem solving, basic human relations and business writing.

EMPLOYMENT

<u>Gunderson Inc</u>	1998-2002	Portland , OR
Maintenance Helper II:	Managed day to day commercial building maintenance	
<u>Platt</u>	1996-1997	Beaverton, OR
Order Puller:	Counted stock for orders	
Janitor:	Maintained clean and orderly work area	
<u>Goodwill Industries</u>	1993-1996	Beaverton, OR
Sales Associate:	Sold merchandise	
Warehouse:	Loaded and unloaded trucks	
Production:	Tagged merchandise for sale	
<u>Burns Security</u>	1989-1990	Beaverton, OR
Security Guard:	Provided security for ships while in dry docks	
<u>Lamonts</u>	1989	Portland , OR
Janitor:	Provided clean and orderly store appearance	
	Painted and cleaned interior of business	

<u>Property Manager</u>	1997- 2002	Beaverton , OR
Oversaw maintenance of several properties Maintained bookkeeping records		
<u>Estate Supervisor</u>	1988-1992	Beaverton, OR
Managed estate for invalid Mother Supervised care of property, grounds and staff		
<u>Tektronix</u> Janitor:	1974-1987	Beaverton, OR
Maintained safe and clean work area Assisted in maintaining and stocking product supplies		