

Stephanie Bowman

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EDUCATION

Brigham Young University Idaho 2006 - 2010
B.A. English - Creative Writing Emphasis

WORK EXPERIENCE

Surgery Health Unit Coordinator, Madison Memorial Hospital, Rexburg, ID Sep 2012 - present

- Scheduled surgeries and managed surgery schedule
- Notified sales representatives of needed implants and other relevant equipment
- Coordinated arrival of patients, physicians, and other department technicians as needed

Health Unit Coordinator, Madison Memorial Hospital, Rexburg, ID Jun 2008 - Sep 2012

- Provided customer service to physicians, patient families, and visitors
- Organized physical and electronic patient data
- Managed communications via telephones and physician orders

Freelance Editor, Rexburg, ID Mar - May 2011

- Proofread and edited preliminary draft of 297-page fantasy novel
- Provided author with criticism, praise, and suggestions for improvement
- Completed job in 3 months

Bakery Assistant, Broulim's Supermarket, Rexburg, ID Jul 2007 - Aug 2008

- Provided excellent customer service
- Assisted with packaging products and organizing work area
- Trained three new employees

After School Program Instructor, Madison School Dist. 321, Rexburg, ID Sep 2006 - May 2007

- Planned constructive activities for elementary school students
- Assisted students, grades 2-4, with daily homework
- Supervised activities for students

VOLUNTARY EXPERIENCE

- Managed and instructed weekly jump rope workshops for all ages, varying group sizes 1999 - present
- Chosen to instruct groups of 5-12 campers at 5 USA Jump Rope Camps 2004 - 2010
- Instructed college students in groups of 2-20 at BYU - Idaho weekly dances 2009 - 2011
- Judged regional and national championships for USA Jump Rope organization 2012 - present

SKILLS

- Working knowledge of PC- and Apple-based programs i.e. Microsoft Office and iWork
- School experience with Microsoft Publisher and Adobe InDesign Suite
- Strong math background
- Current BLS certification

REFERENCES

Monica Foster	Jump Rope Coach	208.709.0869
Darla Stucki	Neighbor/Piano Teacher	208.356.8372
Diane Simmons	Coworker	208.390.3452
Annette Eborne	Coworker	208.356.7789