



Chrisha Markham

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Experience

Executive Assistant

Petro River Oil Corporation

March 2022-March 2024

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Maintaining comprehensive and accurate records
- Performing minor accounting duties
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Answering phone calls in a polite and professional manner
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters



Receptionist

McGriff

Jun 2021 - Feb 2022 (9 months)

- answer telephone, screen and direct calls,
- take and relay messages,
- provide information to callers,
- greet persons entering organization,
- direct persons to correct destination,
- deal with queries from the public and customers,
- ensure knowledge of staff movements in and out of organization,
- monitor visitor access and maintain security awareness,
- provide general administrative and clerical support,
- prepare correspondence and documents,
- receive and sort mail and deliveries,
- schedule appointments

Experienced Mixologist

Overeasy Bar and Breakfast

Apr 2019 - Mar 2020 (1 year)

*Took orders for drinks from local guests and delivered them accurately and promptly.

*Operated as sole bartender on weekday shifts on busy nights and weekends.

*Acted as security bouncer and kept watch for overly intoxicated customers and violent or untoward behavior.

*Performed wait staff duties for diners by taking food and snack orders and liaising with the kitchen.

Cocktail Mixologist

Clarity Jae's

2018 - Mar 2020 (2 years 3 months)

- *Served bar and restaurant patrons ordered drinks, including beer, wine, liquors, and mixed beverages.
- *Kept the bar area safe, clean, and well-stocked throughout each working shift.
- *Rang up customers on the POS system and the accompanying credit card reader.
- *Performed daily inventory audits and weekly product and supply orders.

Homecare Specialist

Oregon Department of Aging and Disability Services

Jul 2012 - Jul 2017 (5 years 1 month)

- *Help patients with personal hygiene, dressing, bathing, and other daily tasks.
- *Perform basic health care services for patients including checking vital signs or administering prescription medication.
- *Help with general light housekeeping.
- *Make transportation arrangements as needed.



Student Volunteer (Community Engagement Advocate)

Passion Impact, Inc.

Nov 2016 - Jun 2017 (8 months)

I am a community engagement advocate through Passion Impact and PCC.

This position gave me the ability to encourage college students and other members of the community to connect with structured organizations to fulfill volunteer positions and gain experience for potential employment positions.



Supervisor

Shari's Management Corporation

Nov 2012 - Aug 2015 (2 years 10 months)



Portland State University

Bachelor of Applied Science - BASc, Banking, Corporate, Finance, and Securities Law 2019 - 2022



Portland Community College

Bachelor of Business Administration (BBA), Accounting and Business/Management 2015 - 2018

Licenses & Certifications

OLCC Alcohol Service Permit - Oregon Liquor Control Commission

Management Certification for Proper Food Safety and Preparation - Sysco

Law Certification - Arti Academics

Utah Real Estate License - State of Utah

Skills

Customer Service • Community Engagement • Time Management • Microsoft Office • Microsoft Excel
• Data Entry • Problem Solving • Written Communication • Cocktails • Consumer Servicesfw