

Laura Moidel

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OBJECTIVE Seeking a career that will allow me to expand my skills in written, verbal and business communication in the Dallas/Ft. Worth area.

SUMMARY OF SKILLS

- Excellence in writing: published news articles, office documentation, and promotional material
- Team player / Leader: worked in various school groups, office locations, and environments
- Thirst for learning: website development, image editing, document creation

EDUCATION

Major: Print Journalism

Texas State University

Minor: Writing

Overall GPA: 3.63 – Magna Cum Laude

May 2007
San Marcos, Texas

HONORS

Dean's List: Fall 2005, Spring 2006, Fall 2007

Phi Theta Kappa Honor Society

EXPERIENCE

Staff Writer

Accent: The Student Voice of Austin

Sept. 2006 – Dec. 2006
Austin, Texas

- Met strict weekly deadlines for newspaper article submissions
- Investigated leads and developments on campus and within the Austin community
- Served the Austin Community College District of over 30,000 students

Administrative Assistant

Central Texas Speech Pathology, Inc.

Aug. 2005 – March 2007
Austin, Texas

- Organized patient information, documentation, and routine paperwork
- Final editing and corrections of medical documents
- Responsible for customer service and scheduling
- Compile and complete deposits, insurance and customer payments

Sterilization Assistant

Goldreich Orthodontics

Sept. 2002 – Aug. 2004
Plano, Texas

- Responsible for sterilization and cleaning of all orthodontic equipment
- Maintained and organized inventory and overstock
- Performed monthly tests to ensure sterilization equipment was functioning properly

ACTIVITIES AND SKILLS

- Microsoft Office Suite, Dreamweaver, Flash, Photoshop, HTML, CSS
- Interaction with the Deaf community through American Sign Language classes

References

Barb Wolcott

Central Texas Speech Pathology, Inc.
2525 Wallingwood Dr., Bldg. 2
Austin, Texas 78746
(512) 327-6179

Dr. Hilton Goldreich

Goldreich Orthodontics
3105 Legacy Drive, Suite A
Plano, TX 75023
(972) 618-6611

Shawna Potocki

Goldreich Orthodontics
3105 Legacy Drive, Suite A
Plano, TX 75023
(214) 282-0344

Dustin Hall

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1212 Rio Grande, Room 101.1
Austin, TX 78701
(512) 223-3169