

BILINDA HUNTER

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Tacoma, WA 98404

EDUCATION

- The Evergreen State College - Olympia, WA 06/2021
Bachelor of Science: Pre-Law
- Tacoma Community College - Tacoma, WA 07/2019
Associate of Arts: Paralegal Studies
- Clover Park Technical College - Lakewood, WA 07/1999
License Nurse: License Practical Nursing

PROFESSIONAL SUMMARY

- Energetic graduate student eager to apply knowledge of project coordination and completion to achieve company goals. Dedicated to working hard to make positive contributions.

SKILLS

- - Conflict Resolution
 - Excellent Investigative And Reporting Skills
 - Criminal Law
 - Proficient In Ms Office
 - Criminal Law Knowledge
 - Civil Law
 - Exceptional Writer
 - Legal Jargon Knowledge

WORK HISTORY

- - Low Income Housing Institute- Tacoma, WA**
07/2022 - 12/2023
 - Catholic Community Services SSVF- Tacoma, WA**
03/2022 - 06/2022
 - Salvation Army- Tacoma, WA**
10/2021 - 03/2022

Internship Student | Evergreen Empowerment Movement - Tacoma, WA
05/2021 - Current

- Reported back to the instructor to receive day-to-day tasks and responsibilities.
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- Reviewed related literature and conducted investigations to support research efforts.
- Analyzed problems, identified solutions and made decisions.
- Completed a range of simultaneous job tasks to support the professor's academic, research and operational needs.

Work Study Student | Evergreen State College - Tacoma, WA
04/2020 - 09/2020

- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Resolved problems, improved operations and provided exceptional service.
- Identified issues, analyzed information and provided solutions to problems.

Business Owner/Operator | Noble Home Health Care - Tacoma, WA
04/2004 - 11/2014

- Served as primary point-of-contact with suppliers and contractors to achieve inventory expectations.
- Monitored staff performance, providing final-say assessment over all inquiries.
- Led strategic initiatives, including screening, hiring and generating policy to maintain compliance with group goals.
- Oversaw end-to-end business processes to maintain proficiency and profitability.
- Oversaw business budget planning and administration, accounting functions, purchasing and bi-weekly payroll to handle financial needs.