

Bridget Denise Ingraham

206- 981-1585

bingraham14@yahoo.com

Professional Qualifications

- Consistently demonstrate excellent leadership skills when in charge of daily duties
- Skilled in maintaining confidentiality and accuracy of client database
- Successful in building and maintaining a thriving and growing team
- Adept at making a positive impact in my community
- Ability to communicate effectively with a broad and diverse audience

Relevant Work Experience

Intern, St. Leo's, Tacoma, WA

Dates (Feb/2019 – Present)

As a Data Entry Clerk, I entered client information as well as checking in new and existing clients. Also I maintained a clean work area. I escorted clients around the food bank, so they can shop in our facility.

Recent Accomplishments

- Worked independently on the computer entering Data information
- Assisted with setting the food out and I also bring positive energy in the room

Front desk Receptionist, Goodwill, Tacoma, WA

Dates (September/2016 – May 2017)

During my time as a front desk receptionist, I would guide clients to where they needed to go. I also made appointments for staff. I worked independently at times, on projects I had to do.

Recent Accomplishments

- Database Entry
- Tax season , I assisted with appointment scheduling

Front Desk Receptionist, Courage 360, Tacoma, WA

Dates (April/2016 – July/2016)

While at Courage 360 I answered phones, I also greeted new and existing clients. I demonstrated computer and written literacy. I made sure to be positive, kind and aware of all of my surroundings. I would sort through donations

Recent Accomplishments

- Self-awareness/ computer class, and received a certificate
- Assisted in any way that was needed to get the job done

Education & Training

- BA (Bachelor of Liberal Arts)
- AA (associate in business marketing and management)

