**Pisanach Peach Chinratanalab**

**6320 Canterbury Close**

**Brentwood, TN 37207**

**Mobile: (615) 986-8594**

**Pisanach..p.chinratanalab@vanderbilt.edu**

**OBJECTIVE** To obtain a position that will fully utilize my interest, challenge my

skills, knowledge and ability to grow as a professional.

**PROFESSIONAL SKILLS**

* Proficient in Microsoft Office (e.g. Word & Excel)
* Presenter
* Communication skills
* Facilitator
* Data entry

**EDUCATION** **Next Steps at Vanderbilt Nashville, TN 08/2016-present**

 Certificate of Completion

 **Brentwood High School Brentwood, TN 05/2015**

High School Diploma

**WORK EXPERIENCE** **BlueCross BlueShield of TN** **Nashville, TN 09/2018-present**

 **Employment Community First (ECF) Intern**

* Gather information to submit content of members service to team.
* Contact provider agencies and members supported to ensure contact information such as address, telephone, cell is current.
* Follow-up with provider agencies and members supported to ensure members service begin promptly
* Correspond with providers via email

 **Nashcar Derby Summer Camp Nashville, TN**  **06/2019-07/2019**   **Camp Counselor**

* Taught science classes to campers
* Gathered supplies need for campers
* Assisted campers with building interaction skills
* Assisted with bathroom duty

**Sarratt Events & Planning Nashville, TN** **09/2017**

**Intern/Student Centers Associate**

* Communicated with customers
* Utilized Event Management System that consisted of inputting dates and supplies the customer needed.
* Booked event(s) for customers
* Ensured customers had the proper equipment and food order(s) were placed
* Responded to emails
* Tracked and updated billing information

**Bubble Love Nashville Nashville, TN 06/2018**   **Seller**

* Sold bubble tea to customers
* Promoted bubble tea of the week
* Stamped customers coupon(s)
* Researched different types of bubble tea

**Tennessee Disability Pathfinder Nashville, TN 09/2017-01/2018**

 **Internship**

* Prepared outreach folders that consisted of bookmarks, mission statement, services provided and pamphlets with different languages.
* Conducted inventory for office supplies
* Utilized Google Sheet
* Transferred data from Microsoft to Google sheet that consisted of contact information
* Tracked and trended data collection with contact information

**Tennessee Department of Economic & Community Development Nashville, TN**

**Internship 07/2017-09/2017**

* Research Chambers of Commerce County and City project
* Collect data from research and imported into Google Sheets
* Facilitated a presentation on Wheelchair Accessible Transpiration
* Attended bill signing with the Governor

**Office of Occupational Health Nashville, TN 03/2017-06/2017**

 **Internship**

* Labeled folders with patient’s name, blood work and TB skin results
* Filed patient’s paperwork

**Susan Gray School Franklin, TN 05/2016-08/2016 Office Assistant**

* Managed students and teacher’s attendance
* Made copies of classroom materials
* Filed classroom paperwork that included the students and teacher’s attendance forms
* Delivered documentation to classrooms
* Served breakfast and lunch

**Extra-Curricular**

**& Volunteer** Saddle Up

Ambassador for Vanderbilt Transition to Adulthood Program

 Tour Guide for High School Students

 Next Steps Summer Program

 Student Ambassadors Recruiter

 Promoter for Job Coaching (Advertisement)

 SEPSEA at Vanderbilt

**REFERENCES** John Cayton

 Anna fields

 Bryan Keller (DRT)