

CAMILLE A. RICE

EDUCATION

- University of Michigan-Dearborn (Dearborn, MI)
Bachelor of Arts in International Studies & French Candidate (Expected graduation Jul 2018)
- Oakland Community College (Highland Lakes, MI)
Associate in Arts in Liberal Arts (May 2016)

WORK EXPERIENCE

Johnathan Rice, Southfield, MI

Direct Hire/ Home Health Care Aide (May 2013 - Present)

- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing, personal care, or help in adjusting to new lifestyles.
- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.

Wendell Lawrence DDS, Southfield, MI

Medical Secretary (August 2012 - May 2015)

- Greeted visitors, identified purpose of visit, and provided direction to appropriate staff. Interviewed patients to complete intake or insurance forms.
- Performed bookkeeping duties, such as credits and collections. Also prepared and sent financial statements or bills, for upkeep of financial records.

ADDITIONAL SKILLS

- First Aid Certified
- Flexibility/Adaptability/Managing Multiple Priorities
- Microsoft Office Literacy: PowerPoint, Microsoft Word
- Public Speaking
- Project Management/ Event Coordination
- Recipient Rights & Due Process Trained and Certified

UNIVERSITY OF MICHIGAN AFFILIATIONS

- American Association of University Women (AAUW)
- Alpha Kappa Psi Fraternity Inc.
- Sigma Alpha Pi: The National Society of Leadership & Success

AWARDS & HONORS

- Talent Gateway- Blue Designation Award (December 2017)
- Featured Student of the Month for Career Services Newsletter (November 2017)
- Featured Student, School's Newspaper, 'Fortune Favors the Bold: Camille Rice's Inspirational Success Story' (July 2017)
- French Honors Convocation- 2nd place for beginners award (April 2017)
- Sigma Alpha Pi (The National Society of Leadership & Success) - National Engaged Leadership Award (December 2016)
- University of Michigan-Dearborn Talent Gateway Launch 1st Place (September 2016)