

# Edith Dale

Issaquah, Washington 206.474.8839 [edith74@uw.edu](mailto:edith74@uw.edu)

**Summary:** Dedicated graduate student from the University of Washington, passionate about maternal & child health and nutrition. Adept in client services, human resources, and healthcare administration, with a strong foundation in office management. Committed to holistic well-being and fostering positive community impact, while promoting diversity and inclusivity in professional environments.

## EDUCATION

### University of Washington

- Master's in Public Health - Global Health - Expected 2025
- Graduate Certificate in Global Health of Women, Adolescents, and Children (WaCh) - Expected 2025
- Bachelor's Degree in Medical Anthropology and Global Health - 2023

### HFPA Fitness Academy (South Africa)

- Certificate in Exercise Science - 2014

## CAREER EXPERIENCE

### University of Washington, Seattle Washington

December 2023 - Present

#### Teaching Assistant (NUTR 303 - Food Systems: Individual to Population Health)

- Independently leading quiz sections for undergraduate students, facilitating learning environments
- Managing setup and support for computer equipment, Canvas, and instructional technologies
- Coordinating logistics for guest speakers and assisted in assignment creation and evaluation
- Conducting weekly office hours and help sessions, providing essential academic support to undergraduate students

### Virginia Mason, Seattle Washington

April 2021 - Present

#### Client Services

- Delivering effective customer service and administrative support in multiple clinic locations
- Updating group medical records, communicated test results, and handled patient inquiries
- Managing insurance pre-certifications, cash accounts, and disbursed funds

### University of Washington & The Consortium of Universities for Global Health (CUGH), Seattle Washington

November 2023 - April 2024

#### Student Assistant

- Assisting in data collection and coordination with global health partners
- Drafting documents such as letters of interest for fundraising efforts
- Contributing to identifying sponsorship opportunities and outreach efforts
- Building and maintaining databases to collect departmental data

### Brumley Law Firm, Kent Washington

January 2020 - August 2020

#### Office Manager

- Managed office operations and HR for 12 employees, including new employee onboarding and payroll

- Oversaw organization and inventory management of office supplies
- Handled client billing and collections, maintaining positive client relations
- Facilitated company meetings and managed customer service

**Gene Juarez Salons & Spas, Bellevue Washington**

**August 2019 - January 2020**

**Talent Acquisition Administrator**

- Created and managed job postings, conducted full life cycle recruiting
- Oversaw applicant tracking system, performed reference and background checks
- Devised recruitment strategies and managed social media accounts

**Gene Juarez Salons & Spas, Bellevue Washington**

**June 2018 - August 2019**

**Recruiting Coordinator**

- Liaison for candidates and hiring managers
- Posting of all jobs and management of the applicant tracking system
- Conducted phone screens for qualified candidates and coordinated and scheduling of interviews
- Manage the recruiting social media account

**InSpa, Redmond Washington**

**June 2015- August 2017**

**Spa Administrator**

- Managed customer relations, conducted employee interviews and training
- Oversaw inventory management, facilitated departmental meetings, and managed payroll

**Awards & Leadership**

- MAP Scholarship - University of Washington 2023-24
- Non-traditional Student Organization Co-founder - University of Washington
- GPSS Senator - University of Washington

**Volunteer Experience**

- Issaquah Food and Clothing bank
- Treehouse for Kids
- Northwest Lutheran Community Services

**Skills**

Proficient in Microsoft Office package (Word, Excel, PowerPoint), Dedoose, R studio (intermediate), and applicant tracking systems.