

Mikki N. Ingram
(505) 702-7946
Mikki.Ingram@Gmail.com

Education –

Some college:
Central New Mexico Community College
Associates of Liberal Arts, Journalism

Carrington College
Medical Billing and Coding

High School Diploma
Highland High School, Albuquerque, NM
Graduated 2001

Academic Interests –

My interests, broadly speaking, include disability advocacy, patient advocacy, treatment and research for chronic illnesses, journalism, English (as a whole), literature, writing and music (singing and lyric composition).

Skills –

Appointment setting, disability advocacy, pain patient advocacy, research, science-based evidence education, patient resources, customer service, merchandising, fashion consulting, journalism, singing, music creation, customer retention, customer-focused service, secretarial skills, reception, intake, data entry, typing, dictation, inventory, internet resources, retail, sales, social media, networking, visual merchandising, marketing, Microsoft Office, Microsoft Excel, PowerPoint, time management, communications, Writing, transcription, written content creation, client relations

Employment History –

Guest Columnist **September 2020 - Present**
Pain News Network
Duties: As a volunteer contributor, I don't have deadlines, but I contribute articles based on personal experiences, current events and community input. My articles are edited, but not heavily. I pride myself on lack of grammatical and spelling errors.

Contributor/Writer **June 2019 - Present**
Medium
Duties: As a volunteer contributor, I don't have deadlines, but I contribute articles based on personal experiences, current events and community input. My articles are edited, but not heavily. I pride myself on a lack of grammatical and spelling errors.

Contributor/Writer **July 2017 - Present**
The Mighty website
Duties: As a volunteer contributor, I don't have deadlines, but I contribute articles based on personal experiences, current events and community input. My articles are edited, but not heavily. I pride myself on a lack of grammatical and spelling errors.

Personal and Business Secretary **March 2013 - Dec. 2014**
The Computer Doctor, Albuquerque, NM
Duties: My duties were, but not limited to, scheduling client appointments, maintaining client relations, running comparisons with other businesses, customer service operations, faxing, filing, research on new equipment

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Independent Fashion Consultant and Manager
Purple/Pink Rhino 50/50 Trading Co., Albuquerque, NM

Sept. 2010 – April 2013

Duties: My duties were, but not limited to, performing the following things at the Monte Vista and Harvard locations: running the front cash register, serving customers, working with customers' budgets, maintaining customer retention, taking and making trades, maintaining a polite and positive attitude at all times, advertising on social network websites and pricing and sorting apparel and accessories

Waitress

April 2002 – May 2002

Waffle House, Tallahassee, FL

Duties: My duties were, but not limited to, running the front cash register, prep cook, minor custodial duties, basic restaurant upkeep, customer retention, maintaining a polite and positive attitude at all times, and customer service.

Customer Service Representative

June 2001- August 2001

Hollywood Video, Albuquerque, NM

Duties: My duties were, but not limited to, running the front cash register, minor custodial duties, answering multiple phone lines, customer retention, basic inventory of all items, customer service, and upkeep of rental items.

Secretary

Sept. 2000 – Sept. 2000

New Mexico Nurse's Association, Albuquerque, NM

Duties: My duties were, but not limited to, answering multiple phone lines, member upkeep, member retention, minor custodial duties, package and presentation completion, filing and data entry.

References –

Calypso Hess - (505) 321-4730
Joseph Ingram - (505) 539-9798
Mike Stearns - (918) 919-1660

Media-

www.linkedin.com/in/mikki-ingram