

LEAH KING

WORK EXPERIENCE

Direct Support Professional | Itasca Life Options | Grand Rapids, MN **March 2024-Present**

- Support individuals with developmental and physical disabilities
- Provide job coach support in a person-centered job environment
- Engage individuals in daily enrichment activities

Front Desk | Healing Hands Chiropractic | Grand Rapids, MN

Jan 2023 - Feb 2024

- Made appointments and welcomed patients
- Accounts receivable
- Answered phones and questions
- Trained new employees
- Ordered supplements

Administrative Assistant | ABLE, Inc. | Bowman, ND

Aug 2021 - July 2022

- Provided administrative support to staff working with people with developmental disabilities
- Made daily data entries in Excel
- Created sales flyers in Publisher or Canva
- Assisted customers with store sales

Administrative Assistant | NDSU Extension Bowman County

June 2017 - July 2021

- Assisted Extension Agent with planning and executing Extension and 4-H programs
- Maintained Extension website and 4-H enrollment programs
- Planned and setup 4-H vendor fundraising events
- Maintained 4-H financial Quicken accounts
- Responded to public inquiries regarding horticulture, canning and agriculture

Librarian | Bowman Regional Public Library | Bowman, ND

Aug 2006 - June 2017

- Helped patrons find reading materials and other resources
- Checked in and out materials
- Developed and presented library programs
- Issued library cards
- Created library displays
- Answered reference questions
- Created posts on social media
- Utilized the interlibrary loan system for patrons
- Acquired, processed and cataloged library materials

EDUCATION

Associate of Applied Science

North Dakota State University, Fargo, ND

- Major in Veterinary Technology