

# STEPHANIE B. HOOVER

OFFICE SERVICES CLERK

503.595.5300 | stephanie.hoover@klarquist.com



## OVERVIEW

Stephanie serves as a central resource for all employees in the operation of administrative functions. Her responsibilities encompass handling incoming and outgoing mail, packages, and deliveries, managing calendars for conference rooms, and setting up and cleaning employee break areas. She also manages the office areas' inventory and handles large copy and document scanning projects.

Before joining Klarquist, she worked as a supervisor at a local law firm, where she gained experience in Social Security & Disability law. Outside of the office, Stephanie enjoys traveling around the Pacific Northwest to see family, attending shows at the Keller and other local performing arts venues, and is an active participant in her local church where she's involved in numerous service projects and community events.

Stephanie joined the firm as a member of the Office Services team in 2023.

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## EDUCATION

- ▶ B.S., Social Work, Harding University, 2017
- ▶ Sex Crimes Awareness and Survivor Interaction Certification, P.A.T.H., 2014

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## PROFESSIONAL EXPERIENCE

- ▶ Northwest Disability Benefits LLC | Front Office Supervisor 2019 - 2023 | Portland, OR
- ▶ Western Psychological & Counseling Services | Data Analyst 2012 - 2019 | Portland, OR
- ▶ Children's Homes Inc. | Foster Care Social Worker 2016-2017 | Searcy, AR