

**Elaina E Grabil**  
4213 MT Hwy 287/PO Box 591  
Twin Bridges, MT. 59754  
(406)360-9286  
elainagrabil@gmail.com

### Skills

Communication skills, typing, 10 key, copying, batch scanning, printing, filing, customer service, Microsoft Word, and Excel, Zoom, data entry, internet browsing and research, photography, detail oriented, sales, ability to multitask.

### Education

Stevensville High School/Stevensville MT

September 1994-May 1998 High School Diploma

February 2023-Xcel Solutions prep class for MT Health and Life Insurance -Producer License

### Work History

- **Twin Bridges School Twin Bridges MT**  
Substitute Teacher November 2023 to Current
- **Shire Appraisal Twin Bridges MT/Corvallis MT/Home**  
Office Manager/Appraisal Assistant duties included quoting via email or phone, file set up, pulling data from State and County records, scheduling, bookkeeping using Excel, assisting appraiser with photos, measuring, data entry into appraisal software Alamode, proof reading appraisal assignments and batch scanning files to be saved into pdf formatting.  
January 2007 to December 2023
- **American Income Life Insurance Company/Home**  
Insurance producer, calling clients, filling out forms, customer service, daily Zoom calls, record keeping. Sales, Licenses held in Montana, California, Pennsylvania, and Florida  
April 2023 to July 2023
- **R.L Winston Rod Co. Twin Bridges MT/Home**  
Fly Rod Wrapper duties included picking up weekly fly rods, wrapping guides on rods then returning to R.L Winston Co  
August 2022 to December 2022

- **Clean Waste Belgrade MT/Home**

Product Assembly duties included picking up supplies weekly assembling Wag bags and returning when complete.

September 2021 to July 2022

- **Walgreens Hamilton MT**

Cashier/Photo Clerk duties included assisting customers, cash handling, photo developing.

April 2012 to October 2012

- **Childcare Provider/Corvallis/Stevensville MT/Home**

Childcare provider duties included picking up and dropping off children, daily routines, and keeping them safe.

May 2004 to April 2012

- **Marcus Daly Memorial Hospital Hamilton MT**

Medical Records Clerk duties included customer service, answering phones, data entry, record keeping, filing records, issuing, typing, and filing birth certificate information, copying all records upon request, following all HIPPA laws and regulations.

April 2003 to May 2004

### References

Linda Holden Silver Star MT (406)498-3898

Dana Escott Twin Bridges MT (406)596-0450

Bobbette Ferris Dillon MT (406)596-4321

Annie Buttars Dillon MT (406)684-5356

Abbi Hoerauf Twin Bridges MT (406)596-0623