

AFI NKHUME-CRECY

Cell: (510) 779-7779

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EDUCATION

University of California, Berkeley

Cal Opportunity Scholar/Graduated with honors Bachelor's Degree - IDS Public Health

Oakland Technical High School, Oakland, CA

CERTIFICATIONS

Experienced in screening all age groups (2 years & up)

Vision Screenings: Certified by CHDP

Blood Pressure Screenings: Certified by CSU East Bay Nursing

Hearing Screenings: Certified by CSU East Bay Nursing

CPR Certification: Certified by CHDP

HIGHLIGHTED SKILLS

- ✓ Technologically efficient: Microsoft Office Proficient
- ✓ Graphic Design Experience
- ✓ Strength in Research
- ✓ Experience with Website Management via WordPress
- ✓ Social Media Management and SEO Optimization
- ✓ Outreach & Marketing & Recruitment
- ✓ Strengths in Written and Oral Presentation Skills
- ✓ Event Planning and Execution
- ✓ Record Keeping (General & Insurance & Medication)
- ✓ Experience with developing Health Policies
- ✓ Healthcare Advocacy

WORK EXPERIENCE

March

2019-

Present

Position held: Health & Wellness Coordinator

Child Family & Community Services (CFC) Head Start Southern Alameda County District

- Ensure that all enrolled children are up-to-date on a schedule of age appropriate preventative primary health care
- Provide Growth Assessments Hearing Vision and Blood Pressure Screenings for all children (ages 2-4 yrs.)
- Develops follow-up plan, arrange re-screening, further diagnostic testing, for each child in the program
- Identify available health, dental, emergency and nutrition services within the community
- Create and distribute weekly Health Wellness and Nutrition Newsletters for both staff & participating families
- Help negotiate and develop written agreements and contracts for company partnerships with service providers
- Develop written health, environmental, safety, sanitation policies and procedures
- Served as Health Supervisor for Family Advocates and oversaw the pursuance of health updates and treatments
- Maintained and updated an active database of the children's health conditions, medications and dosages
- Trained all staff on Universal Precautions/ Health and Safety Policies
- Managed inventory of all medical supplies and signed in and out medical/ emergency/ disaster supplies and equipment

January

2018-

August

2018

Position held: Patient Care Coordinator

The Pill Club

- Collaborated between medical staff and patients
- Communicated/coordinated with outside providers
- Facilitated medical and pharmacy insurance investigations
- Advocated for health coverage for uninsured patients
- Collaborated with the pharmacy to ensure prescriptions were filled on time and correctly
- Oversaw the onboarding of new patients into the proprietary system
- Trained new patient care coordinators in company policies, protocol, and reproductive health information
- Communicated and educated patients on the company's health care service offerings, various birth control/ contraceptive method options, and on general women's reproductive health

October 2016-December 2017	<p>Position held: Communications & Diversity Outreach Coordinator (<i>Non-Profit Organization</i>) East Bay College Fund (EBCF)</p> <ul style="list-style-type: none"> • Managed and maintained all social media for the EBCF (Increased social media audience following by approximately 300% on all platforms) • Maintained non-profit website utilizing WordPress and added plug-ins • Spearheaded the student speakers Ambassador Program • Wrote and published the monthly EBCF E-Newsletters via Mailchimp (circulated to ~ 4000 subscribers) • Coordinated connections and marketing efforts with companies, i.e. AC Transit, Billboards, Pandora, YouTube • Managed and created team-wide development annual events and projects calendar • Networked on behalf of EBCF at donor recruitment and fundraising events • Developed online communication templates for the Oakland Mayor's Oakland Promise Youth Leadership Award campaign • Partnered in the onboarding of over 300 mentors through spearheading online marketing campaigns
May 2016-November 2016	<p>Position held: Intern (<i>Acupuncture clinic</i>) Wen Shu School of Acupuncture</p> <ul style="list-style-type: none"> • Shadowed head acupuncturist and studied the acupuncture/acupressure procedures with clients • Greeted patients, prepared exam rooms and maintained waiting room area • Answered phones, scheduled appointments, and checked patients in • Administered and recorded blood pressure/temperature readings • Utilized methods to contain common skin rashes/skin disorders (ex. psoriasis)
Summer 2015	<p>Position held: Intern (<i>Abroad in Costa Rica</i>) United Nations Sustainable Living Project</p> <ul style="list-style-type: none"> • Aided in the construction of a women's clinic and classrooms in Costa Rica • Worked on landscaping projects in the new national parks to increase reforestation efforts • Assisted with the preparation and serving of free meals to the impoverished children of the town • Presented and recommended solutions for the community at the Costa Rican University for Peace. See project here: https://www.youtube.com/watch?v=1vdRd9QXYsU • Researched and provided instruction on sustainable living to the local community
Aug 2014 to April 2015	<p>Position held: Health Worker African American Theme House, UC Berkeley Student Cooperative (BSC)</p> <ul style="list-style-type: none"> • Developed house-wide protocol/procedures for responding to medical emergencies • Developed signage informing house members of the BSC health and safety policies and resources • Facilitated awareness workshops on sexual consent and substance abuse prevention and intervention • Managed medicine/ supply cabinet inventory • Hosted mental health counseling office hours for peer advising and peer support • Initiated referrals when appropriate to the respective health facilities • Served as the first aid attendant and attended to minor wounds, burns, etc. as necessary
Summers 2013 & 2014	<p>Position held: Chemistry 1A Teacher's Assistant (TA) Academic Talent Development Program (ATDP), University of California, Berkeley</p> <ul style="list-style-type: none"> • Assisted the Lab Instructor with teaching the Chemistry 1A course during the 2013 & 2014 summer sessions • Facilitated lab sections & held office hours with students • Ensured adherence to lab safety policies & procedures • Edited, reviewed and graded course assignments, lab reports and assessments

REFERENCES AVAILABLE UPON REQUEST