

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

SKILLS

- Research
- Contract Compliance
- Staff Management
- Supply Chain Management
- Negotiations
- Process improvement
- Quality Improvement
- Problem resolution
- Team management
- Business operations
- Microsoft Excel & Word
- Adobe Acrobat Pro
- CPSI Centriq Financial

EDUCATION

University of Nebraska Medical
Center
Omaha, NE • 05/2002

Bachelor of Science: Medical
Technology

University of Nebraska at
Kearney
Kearney, NE

No Degree: Biology, Pre- Medical
Technology

PROFESSIONAL SUMMARY

Experienced in the healthcare industry with over 18 years of experience including laboratory sciences, and business operations. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Self-motivated and learn quickly. Thorough and detailed in research and every aspect of job duties given.

WORK HISTORY

Comprehensive Pharmacy Services - Director of Materials Management
Gardena, CA • 10/2020 - Current

- Use of Adobe Acrobat Pro, CPSI Centriq Financial, Microsoft Windows, Microsoft Excel, and Microsoft Word.
- Implementation of Employee Standards of Behavior Program and written competency assessments.
- Maintain in depth knowledge of GPO purchasing program and solid knowledge of other GPO product category programs.
- Develop and maintain good working relationships with customer departments, the management team, and medical staff.
- Responsible for contract management.
- Develop, maintain, and coordinate a system for regularly scheduling contract reviews.
- Review routinely purchasing practices to assure that staff are procuring and utilizing appropriate contracts and tiers.
- Ensure optimal participation in GPO agreements to maximize price savings, rebates, group redistribution and commitments.
- Oversee the purchasing function utilizing acceptable purchasing practices
- Work with the hospital management staff to procure the appropriate supplies and equipment within agreed upon time frames.
- Ensure that employee and patient safety is a primary concern in the selection of supplies and equipment.
- Oversee the use of information technology in the purchasing and distribution process.
- Coordinate the standardization of supplies and equipment within the organization.
- Coordinate the resolution of equipment and supply quality and service problems with vendors.
- Maintain a professional environment in interactions with vendors.
- Responsible for selection of suppliers giving consideration to quality of service and cost to the Hospital.
- Coordinate the reconciliation process for invoices with the Accounts Payable department when price and quantities do not agree with the purchase order.
- Assist in the preparation of the annual departmental operating and capital budgets; operates each function within the approved budget.
- Daily receiving, stocking, marking off all facility supplies, monitoring/managing all supplies, and assuring accurate charging of materials and supplies.
- Restocking all supplies in the nursing stations, inventory, run an effective system to rotate expired products, and document all changes appropriately.
- Processing of invoices.

Northside Hospital - Medical Technologist
Warner Robins, GA • 05/2002 - 10/2010

- Performs a variety of determinations on different bodily fluids such as pregnancy tests, urinalysis, and complete blood counts; confirms and verifies test results and reports findings to clinicians.
- Collects body fluids and material such as urine, blood, and throat cultures.
- Performs and reviews quality controls in testing; decides if results are within acceptable ranges, researches problems and corrects.
- Maintains a log of supplies used in the laboratory and keeps area stocked with supplies.
- Prepares specimens to be stored or transported to the reference laboratory.
- Advises clinicians and other health care providers on proper methods of collection of specimens.
- Operates, calibrates, and conducts performance checks on clinical laboratory equipment.
- Knowledge of the principles, methods, materials, equipment and techniques of medical technology.
- Skill in both verbal and written communication.
- Writing and publishing of policies and procedures.
- Management of students in the Medical Technology and Medical Laboratory Science programs.
- Trained and oriented new medical technologists to perform and interpret tests.
- Established and monitored quality assurance programs and activities to maintain accuracy of laboratory results.

Uncle Julio's - Waitress
Irving, TX • 03/1998 - 05/2000

- Maintained order efficiency and accuracy through clear communication with kitchen staff, earning numerous recommendations from satisfied customers.
- Resolved guest and employee complaints to maintain complete customer satisfaction and workforce effectiveness.
- Maintained customer satisfaction with timely table check-ins to assess food and beverage needs.
- Collected credit card, cash and gift certificate payments and dispensed change for cash transactions.
- Prepared beverages and filled food orders for customers.
- Kept server areas clean and stocked during service hours to increase efficiency while working tables.
- Greeted new customers, discussed specials, took drink orders and built immediate positive connections with guests.
- Carried out complete opening, closing and shift change duties to keep restaurant working efficiently and teams ready to meet customer needs.
- Checked identification to enforce age regulations for alcoholic beverages.