

# JESSICA CLAIRE

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100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

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## EDUCATION

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**Post-Baccalaureate :** Human Nutrition And Foods/ACEND Track , 08/2023

**University of Houston** - Houston, TX

- 3.86 GPA

**Master of Science:** Teaching, 2014

**Pace University** - New York, NY

with Disabilities Grades 1-6

- 3.89 GPA

**Bachelor of Science Degree:** Human Services and American Sign Language, 2009

**Northeastern University** - Boston, MA

- Graduated with Honors
- 3.31 GPA

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## WORK HISTORY

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**Office Manager**, 11/2022 - Current

**Upper Chesapeake Health** – Houston, TX

- Serve as compassionate and resourceful office manager, performing administrative tasks and ensuring high quality customer service for patients
- Update and maintain records for 200 patients in accordance with HIPAA regulations
- Order labs using specific diagnostic (ICD) and laboratory codes (CPT) for 200 patients
- Assist in administering electrocardiograms for over 10 patients
- Register patients in scheduling software and digital health technology software program
- Establish and maintain patient profiles including sensitive medical documentation, medications, and progress notes
- Verify and confirm prescriptions orders and communicated with pharmacies
- Communicate with dietitians, therapists, and inpatient treatment centers to provide comprehensive care to patients

**English Language Arts Lead Teacher**, 08/2018 - 06/2021

**Austin Independent School District** – New York City, NY

**Social and Behavioral Skills Unit Coordinator**, 01/2015 - 02/2018

**New York City Department Of Education** – Austin, TX

**Tenured Special Education Classroom Teacher**, 09/2012 - 01/2015

**Work Inc** – New York City, NY

**Case Manager**, 11/2009 - 01/2012

**Company Name** – Dorchester, MA

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## CERTIFICATIONS

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- Certified ServSafe: Food Protection Manager, National Restaurant Association - February 2023
- Certified Human Research & Social-Behavioral-Educational Researcher, CITI Program - July 2022
- Certified Childhood Education (Grades 1-6) Teacher, University of the State of New York Education Department - May 2021
- Certified Students with Disabilities (Grades 1-6) Teacher, University of the State of New York Education Department - May 2021
- Certified Integrative Nutrition Health Coach, Institute for Integrative Nutrition - September 2018

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## SKILLS & ABILITIES

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| • Electronic Medical Record Systems (Dr. Chrono) | • Microsoft Office (Word, Excel, Powerpoint)         |
| • Medical Terminology and knowledge of HIPPA     | • Google Drive (Docs, Slides, Sheets, Forms)         |
| • Proficiency in Medical Office Etiquette        | • Intermediate proficiency in American Sign Language |