

Jessica Claire

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

SUMMARY

Point-person for all on boarding Medical Students. Coordinate medical rotations. Lead student orientations for UNE core clinical, Tufts and University of Vermont Medical Students. Strong interpersonal and organizational skills. Self motivated, ambitious and a detailed work ethic. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Human Resources Department Processes
- Medical Student Enrollment
- Microsoft PowerPoint
- Microsoft Excel
- Attendance Tracking
- Purchase Orders
- Family Medicine
- Office Support
- Customer Service
- Application Renewal
- Administrative Support
- Educational Programs
- Schedule Preparation
- Microsoft Word
- Data Entry
- Workflow Processes
- Business Development
- Staff Meetings

EXPERIENCE

MEDICAL STUDENT EDUCATION COORDINATOR 08/2021 to CURRENT

Brooklyn Community Services | Brooklyn, NY

- Point-person for all medical student related administrative tasks, questions, and concerns. Coordinate medical student rotations by communicating with hospital and outpatient departments and maintaining rotation and daily schedules. Set students up for system security and IT clearance, communicate the details of their clinical experience, and prepare them for their first day onsite. Lead student orientations for UNE Core Clinical Campus students and other rotators. Distribute, collect, and enter data for student evaluations. Assist in preceptor and department payment process, collect time sheets and verify student rotations. Prepare check requests or payroll documents for manager sign off. Submit payroll authorizations to the chain of leadership for preceptor reimbursement. Assign allocations of the quarterly UNE grant funding for disbursement. Liaise with medical school coordinators. Coordinate meetings and take meeting minutes. Support medical student projects as required of a core clinical site

DISTRICT OPERATION OFFICE ASSOCIATE II 10/2020 to 08/2021

State Of Maine | City, STATE

- Completed clerical tasks such as filing, copying and distributing mail.
- Interacted with customers by phone, email or in-person to Provides office and administrative support to an agency, program, or operational unit. Complies with the requirements of State policies, including those concerning human resource. Components of security protocols of agency information security and confidentiality policies for state business purposes. Create and use varied correspondence formats and compose standard business correspondence. Create graphics and publication work to produce informational materials including maps, charts, and graphs involving drafting, formatting, illustrating, lettering, in electronic and written form. Perform routine, occasional secretarial duties such as complete work schedules, arrange appointments, and review documents to respond to requests. Coordinate and present workshops, training, and orientation sessions. Receive and greet visitors and determine customer needs. Advise others requesting technical assistance. Apply to routine individual cases an explanation and interpretation of applicable rules, regulations, policies, procedures, codes, and/or documentation requirements. Develop standard work procedures within established guidelines. May provide ongoing leadership for a work team with responsibility to schedule, instruct, assign, review, and monitor the work. May confer with supervisor on performance appraisals of work team members. Provides office and administrative support to an agency, program, or operational unit. Complies with the requirements of State policies, including those concerning human resource. provide information.

CAOE AIDE 12/2018 to 10/2020

State Of Maine DHHS | City, STATE

- Responsible for ensuring the safety, permanency and well-being of children and families. Supervise visits between children who have removed from their home with their parents and other supervised visitations and other appointments. Making referrals for services for children, parents and family members. Entering documentation into the Maine Automated Child Welfare Information System Maintaining legal records and serving court paperwork. Transportation of children or other clients and supervision of visits in order to ensure the safety and well-being of the child. Documentation of family visits and other direct contact. Preparation of materials for prospective foster/adoptive parent informational meetings. Entering court hearings and other legal information into MACWIS. Organizing closed adoption records assuring that key documents are present and filed. Preparing redacted files for client review and supervising client's review of files. Billing and authorizations. Requesting, Delivering and picking up medical records Preparing monthly logs of tasks completed and participating in unit meetings to enhance coordination of essential tasks.

DSO CRMA 10/2015 to 12/2018

Goodwill Of NNE | City, STATE

- Supports service recipients associated with Goodwill's Residential and Community Support programs Serves as a model and provides hands-on support and direct teaching in interpersonal skills, financial management skills, personal care and hygiene, activities of daily living, and access to community services and leisure opportunities Moderates verbal or emotional incidents through intervention techniques that preserve the dignity and safety of the service recipient(s) Completes all required documentation in accordance with program standards

EDUCATION AND TRAINING

High School Diploma 06/2009
Maranacook Community High School, Readfield, ME