

# Jessica Claire

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## PROFESSIONAL SUMMARY

- Seeking a position as a Surgical Scheduler with the Bon Secours Health System where I may assist a unit of physicians with my developmental skills of medicine and ability to perform clerical duties efficiently.

## SKILL HIGHLIGHTS

- Ability to gather-analyze and evaluate information
- Ability to maintain exemplary public relations and patient confidentiality
- Proven ability to prioritize work effectively and manage a diverse patient base
- Functional knowledge of scheduling and managing patient appointments

## PROFESSIONAL EXPERIENCE

### AVIATION STRUCTURAL MECHANIC SAFETY EQUIPMENT

02/2010 to CURRENT

#### Relx Group | Champaign, IL

- Perform daily supervision and ensure the completion of daily workloads
- Log and maintain work center qualifications, medical certifications, and training completions
- Provide weekly work center training in accordance with established procedures and practices
- Assists the Leading Petty Officer and other personnel with workload accountability and maintenance

### REPORTER

04/2007 to 04/2009

#### WLNS | City, STATE

- Generated story ideas to present during daily news meetings
- Investigated leads to report on air
- Edited video and wrote stories to present on the nightly newscasts
- Presented stories live in the field and in the studio

## EDUCATION AND TRAINING

### Nursing

#### Tidewater Community College, Virginia Beach, Virginia

- September 2013-Present

### Communications

#### Wayne State University, Detroit, MI

- September 2001-July 2003