

JESSICA CLAIRE

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Summary

Hard working, ambitious healthcare technology student, seeking internship in Orthopedic technology to gain hands-on experience. With almost 10 years of experience in fast-paced work environment, I am looking forward to applying all the skills I learned in this most rewarding healthcare career. Enthusiastic individual with superior skills, working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to the healthcare setting. Excited to begin new challenge with successful team. Bilingual; fluent in Tamil and English, offering solid comprehension and cultural diversity.

Skills

- Advanced and strong knowledge of anatomy, physiology, medical terminology and interpersonal communication skills.
- Ability to accurately interpret and utilize medical terminology and Strong Medical Terminology Knowledge.
- Excellent interpersonal and communications skills: capability to work with students, faculty, coworkers, diverse population of staff, volunteers and patients.
- Exceptional verbal and written communications skills and the ability to convey information between the patients and physicians in a professional and effective manner.
- Prepare patients skin for minor surgery, following the physician's directions.
- Assist physicians in minor orthopedic procedures and performs patient care follo-ups.
- Apply dressing after minor surgery.
- Advanced orthopedic device knowledge.
- Maintain and clean equipment and work ares after each use to keep a safe work environment.
- Self-directed with analytical decision making skills: Ability to work with little or no supervision.
- Trained in Suture removal with strong hand-eye coordination.
- Trained in Proper sterilization techniques and maintaining the sterile field for the surgical procedure.
- Trained in creating and maintaining electronic medical records.
- Computer proficiency inclusive of ability to access, enter, and interpret computerized data/information.
- Has deep understanding of legal concepts and maintains strict patient confidentiality.
- Team player with positive attitude and strong work ethic, calm and level-headed under duress.
- Understands mobility assistance needs of the patients.
- Extensive knowledge of HMOs, Medicare and Medi-Cal.
- Bilingual: Fluent in Tamil and English, with extensive experience in transcribing, document creation, audio translations and editing in both languages.
- Good judgement and excellent critical thinking ability to handle difficult situations and quickly solve the problems.

Experience

Fashion Designer, 06/2011 to Current

Spectrum Center - Solano – Pittsburg, CA

- Collaborated with photographers and stylists to showcase brands and merchandising standards.
- Researched specification information and in-line style to develop quality patterns.
- Constructed and styled garments by hand and by machines.
- Collaborated closely with various photographers to produce and finish photo shoots.
- Achieved cost-savings by developing functional solutions to critical problems.
- Collaborated with others to discuss producing trade shows and implementing them.
- Updated fashion accessories and samples with buyers on seasonal basis.

Bilingual Interpreter, 02/2016 to Current

Avid Translation – City, STATE

- Developed understanding of specialized concepts for translation by consulting subject matter experts and supervisors.
- Delivered real-time, accurate oral translations and interpretations in Elementary and Middle-school settings.
- Reviewed and analyzed briefing materials with school speech therapists and psychiatrists before starting translations.
- Sat in on meetings to provide parents and teachers with oral translations of conversations and information in Tamil language.
- Collaborated in development of curriculum, based on the students needs.
- Improved operations by working with team members and customers to find workable solutions.
- Supported various school staffs by compiling paperwork and transcribing communications.
- Recognized by management for providing exceptional customer service.
- Earned reputation for professionalism and interpersonal skills in communications.

Second Language Teacher, 08/2012 to Current

International Tamil Academy – City, STATE

- Instructed students in conversational style, grammar and rules of grammer to improve understanding and appreciation of Tamil language.
- Corresponded with students via email and chat and taught remote lessons via video conferencing services.
- Engaged students in language culture through use of multimedia and different instructional strategies.
- Explored deeper meanings behind texts through lively classroom discussions and challenging essay assignments.
- Educated students about foreign cultures through immersive activities.
- Tutored students requiring additional assistance and exam preparation.
- Taught students subject-specific material, learning strategies and social skills.
- Met with parents to discuss students' progress and review areas requiring improvement.
- Tested students' comprehension of subject matter through quizzes, tests and projects.
- Established and enforced rules for behavior and procedures for maintaining order among class of 15 students.
- Closely monitored and recorded student progress to create detailed learning plans for struggling students.
- Designed lesson plans for 7th grade students to increase interest in Tamil conversation classes.

School Principal , 08/2014 to 05/2016

International Tamil Academy – City, STATE

- Directed school human resources including training, policy enforcement and legal compliance for school employing over 20 volunteering staff members.
- Managed group of 50 volunteering staff members and 80 Volunteering teachers.
- Managed school administration operations and organized teacher schedules, student registration processes and class orientation sessions.
- Presented resources and opportunities to teaching staff for further professional development and curriculum training courses.
- Resolved various situations to cultivate strong student and parent relationships.
- Gathered resources to teach special needs kids and implemented customized teaching techniques.
- Coordinated with school personnel, parents and students to determine disciplinary actions for behavioral issues.
- Guided instruction by mentoring teachers to improve leadership, teaching effectiveness.
- Monitored and evaluated performance of school employees.
- Facilitated staff meetings to convey policy changes and hear employee input.
- Visited classrooms to evaluate teacher instructional techniques as part of annual evaluation cycle.

Education and Training

Bachelor of Arts: English Literature, 04/1993

Sri Sarada College - Tamil Nadu, India

Bachelor of Law: Law , 06/1996

Bangalore University - Bangalore, India

Associate in Fashion Designing And Marketing: Fashion Designing, 05/2012

West Valley College - Saratoga, CA

Associate in Healthcare Technology: Healthcare Tec

West Valley College - Saratoga, CA