

JESSICA CLAIRE

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Summary

My vast experience and professional training have allowed me to develop an array of skills. I am a team player and can work well under pressure and meet last minute required deadlines with minimal supervision. As a quick learner I am highly motivated and possess strong verbal and written communication skills.

Skills

- Loss prevention
- Inventory tracking
- RFID systems
- Audit counts

Experience

Materials Management, 11/2019 to Current

Yale-New Haven Health – Hartford, CT

Under the direction of the Supervisor or Distribution Manager, receives, checks and stocks all incoming supplies. Inventories, puts up and distributes supplies, equipment, and mail throughout both Saint Francis Hospital and Mt. Sinai Rehab Hospital campuses. Properly identifies and marks all patient charge items using stickers or cards; delivers medical surgical supplies, on demand supplies and STATs as assigned.

Keeps accurate records on all storeroom transactions for which he/she may be responsible.

Accurately inventories all assigned areas and commodities to maintain established par levels and monitors supplies in various nursing departments; ensures rotation of stock in all assigned departments and the storeroom; transports supplies, mail etc. between and within both facilities.

Residential Re-Entry Specialist, 08/2018 to Current

Community Solutions, Inc. – Bloomfield, CT

Provide update on any client issues and incidents. Verify all physical items being passed between shifts. Ensure security of facility keys. Conduct employment, job search and home confinement spot checks on each shift. Conduct common area, room searches and perimeter searches as assigned and document results. Conduct pat/pocket searches on all clients entering the facility and document results. Confiscate any contraband found and complete incident report. Complete house counts every hour from Midnight to 8am and every 2 hours from 8am to 10pm and document results. Transport clients as needed in Company vehicle. Conduct monthly emergency drills. Secure urines from same sex clients and complete all required paperwork and electronic documentation. Supervise all client visitations. Sign all visitors and contractors in and out of the facility. Complete intake on all new arrivals prior to the end of shift. Facilitate client orientation as assigned. Facilitate all client movement in and out of the facility. Monitor client's self-administration of medication.

Assistant Manager, 07/2016 to 08/2018

Lumber Liquidators, Inc. – Orchard Park, NY

Supervise and monitor Group Home Direct Support Professionals in the implementation and maintenance of Individual Prescriptive Plans. Assist Group Home Manager in the planning of instructional activities designed to meet coordinated goals and objectives.

Maintain all necessary documentation in records, reports, and participant file information. Supervise and monitor medical needs of participants including, but not limited to scheduled appointments, emergency procedures, surgeries, medication administration. Attend all in-service and agency meetings. Insure accountability for cost center expenditures. Demonstrate appropriate role model for staff and participants.

Maintain acceptable work standards in all areas including attendance and punctuality. Be available for calls as needed for emergency situations during non-traditional work hours.

Correctional Officer, 11/1993 to 10/2013

Minnehaha County – Sioux Falls, SD

Observes prisoners activities to detect unusual or prohibited behavior, which might be a threat to the security of the facility or the safety of prisoners, employees, or visitors. Responds quickly to calls fo assistance in other areas of the prison or facility as directed. Assists in controlling disturbances and isolating instigators. Observes and appropriately responds to such critical incidents as assaults on

employees or prisoners, or other situations threatening to the security of the facility and prepare written reports. Counts prisoners several times during the shift and transmits count totals to the control officer. Conducts thorough searches of prisoners, visitors, employees, mail, packages, cell blocks, and other structures for such prohibited items as critical tools, weapons, drugs, or other contraband.

Attempts to modify prisoner attitudes and behaviors through one-to-one or group interaction.

Transports prisoners to various locations outside the facility such as courts, medical centers, or other correctional facilities, ensuring that all security procedures are followed. Train Corrections Officers assigned as on-the-job trainees. Works to maintain stable interpersonal dynamics with prisoners and staff. Controls entry and exit from the facility; identify employees, visitors and law enforcement personnel entering the facility; escorts and monitors visitors while in the facility.

Education and Training

High School Diploma: 06/1989

Weaver High School - Hartford, CT