

JESSICA CLAIRE

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SKILLS

- Budget controls
- Logistics oversight
- Resource planning
- Project management
- Staff training and development
- Fleet dispatch
- Policy development
- Database documentation
- Documentation procedures expert
- Medical terminology knowledge
- Collecting vital signs
- Bilingual in Spanish
- Database Administration

EDUCATION AND TRAINING

- Community College of The Air Force
Montgomery, AL
Business Administration And Management
- Montana State University - Great Falls College of Technology
Great Falls, MT

SUMMARY

Reliable aviation resource manager with positive attitude and dedication to deliver quality in all operational activities. Experienced leading various teams to accurately fulfill mission. Displaying articulate communication skills and effectively partnering with management teams. Multiple years of experience in medical field Including emergency room setting.

EXPERIENCE

- Medstar Research Institute - Aviation Resource Manager
Frederick, MD • 03/2018 - Current
 - Supervised staff of 6 in daily activities, delivering continuous training and coaching to bolster each employee's skill set.
 - Implemented on-the-job training activities to cross-train employees at multiple bases on various tasks.
 - Created policies and procedures to inform and educate personnel on Daily operations.
 - Created and maintained operations manual to document systems and standards.
 - Organized and maintained documents, files and records.
 - Worked with management team to improve workflows and eliminate unnecessary tasks.
 - Managed daily operations within the office by supporting various shops in order to maintain accurate training, medical requirements and pay for over 80 members.
- Benefis Healthcare System - Service Response Specialist
City, STATE • 05/2014 - 07/2017
 - Worked with emergency response teams in clearing chemical spills and accidents.
 - Inspected emergency facilities and equipment to maintain optimal functional capabilities in emergency situations.
 - Prioritized and organized tasks to efficiently accomplish service goals.
 - Juggled multiple projects and tasks to ensure high quality and timely delivery.
 - Conducted routine checks on standard patient vitals, including blood pressure, blood sugar and heart rate.
 - Responded to patient alarms and needs-assessment requests to identify course of treatment.
 - Rendered hands-on nursing care under direct RN supervision, adhering to medical center policies and procedures.
 - Collected specimens, monitored vitals and maximized patient comfort to maintain optimal environment.
 - Used mobility devices to transport patients.
 - Collected and documented vital signs to track current patient conditions.
 - Recognized and reported abnormalities or changes in patients' health status to nursing staff for immediate assessment.
 - Assisted patients during ambulation and moved from one place to another by pushing wheelchairs.
 - Managed supplies and restocked inventory to promote optimal availability for patient care.
 - Maintained composure and efficiency during rapid response situation and emergency codes.
 - Provided compassionate care and clear communication in dealing with issues of death and dying.
 - Maintained clean and neat environment in patient care area, checked and restocked supplies and handled linen management and trash removal.
- Great Falls Clinic - Certified Nursing Assistant
City, STATE • 01/2017 - 04/2017
 - Managed and maintained patient rooms, shared-living areas and nursing stations.
 - Maintained accurate, timely flow of information by completing thorough patient records and updating healthcare team on patient status.
 - Collected specimens, monitored vitals and maximized patient comfort to maintain optimal environment.
 - Documented activities and recorded information in EMR system.
 - Supported diagnostic and treatment procedures, including setting up and operating specialized medical equipment.
 - Collected and documented vital signs to track current patient conditions.
 - Monitored patient's respiration activity, blood pressure and blood glucose levels in response to medical administration.
 - Took patients vitals, including blood pressure, temperature and pulse and documented vital signs and weight of patients.
 - Engaged with patient family and friends to provide courteous visit experience.
 - Documented information in patient charts and communicated status updates to interdisciplinary care team.
 - Managed supplies and restocked inventory to promote optimal availability for patient care.
 - Obtained and documented vital signs, collected lab specimens, ambulated patients, addressed concerns and performed EKGs all under supervision of pulmonary and cardiology nurse.
 - Maintained clean and neat environment in patient care area, checked and restocked supplies and handled linen management and trash removal.
 - Documented nursing assessments, treatments and follow-up care to maintain patient safety and optimize workflow.
 - Kept rooms clean, stocked and sanitized for proper infection control.
 - Assisted physicians with examinations and patient scans during diagnostic processes.
 - Completed daily patient charting on computer using various system.
 - Used sterile techniques to prepare patients for procedures.

ACCOMPLISHMENTS

- Recognized as Employee of the quarter for outstanding performance and team contributions for 4 quarters.
- Recognized as airman of the year for the operations group.
- Recognized as an outstanding performer during nuclear inspection by base commander.
- Promoted from aviation apprentice to aviation journeyman, in less than 12-month