

# Jessica Claire

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

## Skills

- Customer Service
- Patient Care
- Leadership
- Flexible and Dependable
- Emergency and Preventive Care
- Team-work Oriented
- First Aid/CPR
- Effective Communication

## Certifications

### Emergency Medical Technician

- Nationally Registered EMT

NREMT Registrant Number: E3422011

- Texas DSHS Certified EMT License Number: 756227

### American Heart Association BLS

CPR and AED

## Affiliations

- Phi Sigma Pi National Honor Fraternity - Delta Psi Chapter
- Texas Exes Life Member
- National Eagle Scout Association Member

## Professional Summary

I am a highly motivated individual seeking to gain employment with a reputable company involved within the healthcare field that can utilize my skills to benefit their organization. I am interested in opportunities where I can gain essential knowledge and experience from professional challenges that will expand current skills within the healthcare field and foster personal growth and new opportunity. Willing to acquire a position that offers direct patient care, screening and lab work, analytical and critical thinking, and collaboration amongst other healthcare professionals to achieve company goals.

## Work History

### Covid-19 Testing Site Manager, 11/2020 - Current

#### First Student – Lancaster, TX

- Oversaw various testing teams to maintain best practices in accordance to company policy and procedure.
- Trained new staff on job duties, company policies and safety procedures for rapid onboarding.
- Verified adherence to HIPAA and other local, state, and national guidelines.
- Conducted Covid-19 testing, handled and stored nasal specimens to prevent compromise.
- Collaborated with supervisors, site managers, and city and state officials to effectively get large scale sites operating.
- Defined testing protocols, quality assurance initiatives and clinic policies and procedures to outdoor and indoor testing teams.
- Conducted and handled day-to-day, weekly, and monthly PPE and testing supply inventory to maintain appropriate levels on testing sites.

### Shop Manager, 03/2019 - 11/2020

#### Avalon Health Care Group – San Andreas, CA

- Manage customer scheduling
- Assist with installation
- Order and track inventory to maintain appropriate supply

### Home Health Aide, 05/2018 - 12/2019

#### Nate Moore, Sr – City, STATE

- Assisted in caring for disabled patient; handling hygiene, meal preparation, medication administration and physical therapy exercises
- Worked to improve and enhance patient's daily life, through effective and compassionate care and companionship
- Encouraged patient to participate in safe physical activity, speech and motor skill therapy, and memory recall to boost mood and improve overall wellness
- Progressed patient from being wheelchair dependent to mobile using walker.

### Associate Floor Lead, 08/2016 - 12/2016

#### Amazon – City, STATE

- Packed customer orders and prepared them for shipment in a timely manner
- Audited and assessed individual packer quality and performance
- Assisted in ensuring employees adhered to all safety protocol
- Ensured all proper packaging inventory were replenished as needed
- Tracked and sorted items ready for shipment.
- Assisted supervisor with feedback for employee performance evaluations.

## Education

Emergency Medical Technician, 05/2018

Brazosport College - Lake Jackson, TX

Bachelor of Science: Youth And Community Studies, 12/2014

The University of Texas At Austin - Austin, TX

- Minored in Nursing
- Coursework in Public Health, Nursing, Psychology, and Education

Associate of Science: General Science, 12/2011

Brazosport College - Lake Jackson, TX