

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000 ✉️ resumesample@example.com

PROFESSIONAL SUMMARY

Multi-Talented and Hardworking Graduate with a Bachelor of Science in Public Health, passionate about improving individual and community wellbeing through public awareness and education. Great educator and relationship builder with strong research, excellent oral and communication skills. Seeking an opportunity as a Community Health Worker to contribute several years of diverse administrative duties that involves the application of procedures, gathering paperwork and assisting with different community-based programs, clinical analysis, interpretation of data and knowledge in disease control and clinical prevention.

SKILLS

- Strong Work Ethics & Problem Solving Skills
- Health & Wellness Educator
- Communicable Disease knowledge
- Public Health and Safety
- Microsoft Excel, Office, SPSS, Visio competency
- Exceptional communication skills
- Policy and procedure improvements
- Coaching and mentoring
- Strong organizational skills
- Supervisory & Leadership experience

WORK HISTORY

HEALTH EDUCATOR AND HIV/ MALARIA TESTING 06/2019 to 12/2019

General Hospital Yaoundé, Cameroon | City, STATE

- Drew blood from patients and tested for HIV and any sexually infected diseases
- Examined results and reported them to the government for census
- Organized health campaigns in over 5 cities and villages to raise awareness of diseases
- Gave incentives for protection and medicines for disease prevention

CERTIFIED PEER EDUCATOR 04/2018 to 05/2019

University Of Houston Wellness Office | City, STATE

- Provided knowledge and education to over 200 students on campus based on eight modules of wellness
- Acted as an active listener concerning over 200 students' health and education; resolving any issues in a non-judgmental manner
- Took action in creating partnership and networking between wellness staff, other associations, and students on campus
- Successfully designed, executed led key projects that seek to create changes using the social change model in teams

INTERN- OFFICE COMMUNICATION ENGAGEMENT & EDUCATION 08/2018 to 12/2018

Harris County Public Health & Environmental Services | City, STATE

- Researched over 40 health department's event request process in the United States to improve Harris County Public Health & Environmental Services (HCPH)
- Assessed and successfully implemented suitable changes that better-fitted HCPH needs after researching
- Created pre/post satisfactory survey used by HCPH staff to evaluate the effectiveness of community outreach process
- Represented the Office of Communication Engagement and Education within HCPH during Houston Precinct 4 and coordinated multiple health education events in Houston and surrounding cities

VCOUNTEER - DISEASE CONTROL & CLINICAL PREVENTION 06/2018 to 08/2018

Harris County Public Health & Environmental Services | City, STATE

- Researched and made calls to over 100 hospitals and clinics to verify insurance to confirm patients' visits
- Designed educational brochures on Lead to drop off at various WIC clinics
- Picked up blood samples from clinics in accordance with HCPH demands with Lead supervisor
- Performed lead testing with Lead Care II System below ages 6 and recorded results in datasheets

EDUCATION

Bachelor of Science | Health 05/2019

University of Houston, Houston, TX

- Honors College Medicine and Society, Minor
- Graduated Magna Cum Laude
- Member of Phi Kappa Phi
- Awarded Dean's List, Honors
- Mentor for ASU

Associate of Science | Art, Health and Medical Science 12/2015

Houston Community College, Houston, TX

- Elected to President of National Society of Leadership for International Student organization
- Coursework in Arts, Health and Medical Science
- Dean's List 2015

CERTIFICATIONS

- American Red Cross, Responding to Emergencies Adult and Pediatric First AID/CPR/AED
- Certificate of Training, Lead Care II System August 2, 2018 (Harris County Public Health)
- Winner of the poster presentation by Harris County Public Health December 2018
- CPR certified through the American Heart Association