## 11310 S Lake Stevens RD

## Phone: (425)773-5745

## [amystevenson13@gmail](mailto:amystevenson13@gmail.com)

Amy StevensonSKILLS

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Microsoft Word. Outlook, Publishing, Excel, Google. Google Docs and Sheet, Sales Force, Practice Master, Quickbooks

Photoshop, TTY phones, Most copy machines

Multi Line phones, CRM, Power Point , Solve,

# EXPERIENCE

## Snohomish County Health District - Lead Data Specialist at mass Vaccination site

February 1, 2021 - Sept 20th 2021

* General supervision: provided oversight over prep mod team to ensure all patient data is complete
* Supervised team of 10 or more data entry staff and volunteers.
* Trained new team members and updated current members on data processes
* Communicated with managers and leaders for daily operations info and relayed information to team
* Managed data systems throughout the day, monitoring vaccination numbers, moving patients from waitlist into clinics and determining if unregistered people at clinic can get vaccinated.
* Handled any data system and technical issues in appointment information system
* Updated and Closed out clinic and sent my end of day report to leadership.
* Supported team members through break rotations, patient data issues and coordination.

## Snohomish County Health District -Site Coordinator

August 20th 2020 January 30, 2021

* Documented information for Covid 19 test facility
* Input patients information for the Snohomish Health District regarding the personal information for Covid Testing
* Checked in/out IPads, scanners & radios at open and close
* Assist other staff to troubleshooted patient searches or documentation in the Solv System
* Ensured adequate tubes, swabs, gloves and other supplies are maintained on tables
* Made sure that setup and closing tasks are completed
* Identified solv information and bagging tubes in time for courier pickup

## Wave Broadband - Project Coordinator

October 20 2019 - April 2020

* Data entry analysis vetted and processed orders that would come in from sales
* Processed checklist to qualify and make sure that the order has all the correct components
* Scheduled projected install date

# EDUCATION

1990 Graduated from Shasta High School

1991 Earned a license in cosmetology

1993-95 Earned an associates degree from Shasta Community College in. business management and general education