

Olivia Jones

Rancho Cucamonga, CA

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Authorized to work in the US for any employer

WORK EXPERIENCE

Financial Consultant

World Financial Group - Norco, CA - February 2015 to Present

Responsibilities

Help families invest in their futures for retirement, college funds and future endeavors. There are set training meetings each associate attends, at home appointments and in office with clients, conferences to attend, etc.

Accomplishments

I gained my first promotion, passed my licensing and made my first paycheck within a month (it is a commission based job). In the business you also are awarded for business partners that you bring into the team and I have 15 thus far.

Skills Used

We specialize in financial strategizing, insurance policies, auto loans, health insurance, active money management, etc.

Psychiatric Technician

Patton State Hospital - Highland, CA - 2012 to 2015

Responsibilities

Responsible for 6-8 criminally insane women, caseloads, environmental inspections of living quarters, daily medication passes, transporting, medical care (first aid, medical injections, etc), supervise a unit, and be able to handle crisis situations.

Accomplishments

I was trained and placed in charge to run a unit staffed with 7-10 employees and 50 patients. I was trained for medication passes for all shifts. Responsible for medication and medical equipment counts and stock. I was a valued counselor to my patients and with my team of staff (consisting of Dr's, psychologist, psychiatrist and social workers).

Skills Used

Knowledge of a variety of medications and medical equipment, knowledge of crisis intervention, documentation (incident reports and caseload documentation dealing with patients), leadership skills when in charge of a unit, and most important knowledge of safety awareness in high stress and dangerous environments.

Psychiatric Technician

Lanterman Developmental Center - Pomona, CA - 2002 to 2012

Responsibilities

Responsible for assisting 7-10 developmentally disabled patients with ADL's, sometimes total assistance. Required to transport patients from unit to their vocational training, jobs, fun activities, etc. I was also trained and utilized for medication pass and trained to work direct relief to numerous supervisors.

Accomplishments

I started a new medication system for my home unit, organized multiple activities and events for my patients and family, along with participating in the special Olympics (with my patients).

Skills Used

Knowledge of nursing care for developmentally disabled, knowledge of medication and medical equipment, advocate for my patients, responsibility for all patients personal belongings and living environment

EDUCATION

Some College

Cal State Northridge

CNA and Psychiatric Tech. Vocational Liscensing

Mt San Antonio College

SKILLS

Finacial Services (Less than 1 year), Medical/Healthcare (10+ years)