

# JENIFFER PIOQUINTO

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## PROFESSIONAL SUMMARY

Experienced professional with strong leadership and relationship-building skills. Accomplished at transposing large amounts of data with accuracy and speed. Highly organized and detail-oriented. I also have extensive training in ensuring high standards of culturally competent care for a wide variety of patients with diverse needs.

## SKILLS

- Exceptional communication skills
- Quick learner
- Proficient in cash management
- Shipping and receiving professional
- Medical terminology knowledge
- Microsoft applications skills
- Exceptional attention to detail
- Calm under pressure
- Advanced clerical knowledge
- Dedicated team player
- [50+] WPM typing speed
- CPR/First Aid certified
- Extremely quick learner
- Inventory management
- Strong leadership abilities

## WORK HISTORY

### JULY 2012-CURRENT

*Receiving Clerk Deploy HR. | 8286 28th Ct.NE Lacey WA 98516*

Responsible for receiving all product used for department production, including product put away. Generated and tracked, weekly, monthly, and yearly spreadsheets tracking product usage, and man hours. Drafted professional memoranda and business correspondence. Solved diverse supply or inventory problems along side the purchasing agent in a timely manner. Developed and maintained productive relationships, and clear lines of communication in the work place. Submitted weekly reports to management.

### OCTOBER 2003-FEBRUARY 2012

*Direct Care Staff, Team Leader | PlaceOne Inc. | 5107 Lacey BlvdSE, Lacey WA 98503*

Observed, monitored and documented client behavior. Implemented treatment plans and or client care plans as developed by case managers or physicians. Presented case history material along with any new data to review and discuss with other staff and or medical professionals. Oversaw eight other front line staff, which included training, scheduling and overview of all documentation. Managed four clients, and their daily needs as well as all medical appointment scheduling and transportation. Medication monitoring, monitored client budgets to ensure all financial objectives were met.

## EDUCATION

1999

*Associate of Arts: Medical Assisting*

South Puget Sound Community College 2011 Mottman Rd SW Olympia WA 98512

1993

*High School Diploma:*

Yelm High School, 1315 W Yelm Ave, Yelm WA 98597