

JOCELYN LEE

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OBJECTIVE

Seeking a position where I can utilize my current skillset and knowledge base to impact not only myself but those around me.

EXPERIENCE

January 2023 – July 2023

Medical Records Clerk

Mabry Health Care & Rehab Center and Mabry Assisted Living
- Gainesboro, TN

Scanning and uploading documents to patients' electronic medical records for both the skilled nursing facility and the assisted living. Ensuring accurate labeling and placement of records. Conducting audits of records for accuracy. Completing record requests.

REFERENCES

Amy Lee – Professional
- (931) 881 - 6717

AWARDS

- TN SCHOLAR
- TTU PRESIDENTIAL SCHOLAR
- TN WORK ETHIC DISTINCTION
- DEANS LIST

EDUCATION

Jackson County High School

- Graduation: 2023
- Gainesboro, TN
- 4.0 GPA

Clubs:

- BETA (Secretary)
- Theatre (Co-President)
- Yearbook (Sales & Design)
- Outdoors Club (Founder & President)
- Technology Student Association (Member)

Tennessee Technological University

- Undergrad: 2023 - 2027
- Cookeville, TN
- 3.46 GPA

Courses:

- COMM 2025
- ECE 1000
- ECE 2140
- CSC 1300

KEY SKILLS

- MARKETING
- PROBLEM SOLVING
- TEAMWORK
- CUSTOMER SERVICE
- CREATIVITY
- TECH SAVVY
- INTERPERSONAL SKILLS