

## SUBSTITUTE TEACHER

### Summary

HEALTH ADMINISTRATION HOSPITAL OPERATIONS PUBLIC SERVICE major. An intelligent, enthusiastic young professional with a progressive career in healthcare administration and looking for outstanding opportunities. Experience working in various industries and capable of applying distinct skills and strategies to achieve professional goals. Motivated and organized. Attention to Detail Administrative Support Understanding of healthcare policy Patient Scheduling and Billing Knowledgeable of HIPPA Laws Records Keeping

### Highlights

- Highly proficient in all Microsoft Programs (Word, Excel, PowerPoint, Outlook), with great attention to detail
- Effective verbal, listening and written communication skills, and problem solving skills
- Motivated, passionate and organized, able to manage and complete multiple tasks and duties
- Well practiced in administrative support and experience working in customer service for over 4 year
- Team oriented developed by my career as an athlete and collegiate athlete

### Experience

Substitute teacher , 10/2015 to Current Company Name - City , State After moving to Fort Lauderdale, FL I decided to continue my experience in education in Broward County.

Substitute Teacher , 08/2014 to 09/2015 Company Name - City , State

- School district responsible for the administration of 51 public schools in Escambia County, Florida.
- Grades K - 12 Full-time substitute teacher for children ages 5 to 18.
- Responsible for promoting an encouraging classroom environment.
- Recognized for bringing my own dedication and passion to the role, which helped enhance the learning experience for the students.
- Practiced superior communication skills and received consistent, positive feedback.
- Key Achievements: Repeatedly asked to return to Blue Angels Elementary in Pensacola, the Principle appreciated that I was reliable, dependable and trustworthy.

Veterinary Technician and Receptionist , 03/2014 to 08/2014 Company Name - City , State

- Extensive Veterinary Hospital with 10 Veterinarians providing treatment and care to animals within Escambia, Santa Rosa and Baldwin counties.
- Gathered excellent insight into exceptional customer service practices.
- Assisted doctors with diagnosis, and communicated clearly with pet owners in order to determine the best approach to the animal's health care needs.
- Helped with the reception/front desk responsibilities including: scheduling appointments, billing, checkin and answering phone calls.
- Key Achievements: Working under this well-structured environment and dealing with crucial situations has helped prepare me to handle stressful and high-pressure work environments with calmness and confidence.
- Better developed skills, such as organization, attention to detail and multi-tasking.

Sales Associate , 01/2012 to 01/2013 Company Name - City , State

- Clothing retail chain store in the United States with over 560 stores across the country.
- Managed merchandise inventory.

- Bridged the gap between the designer and the consumer with first- rate knowledge of timely fashions.
- Built conscientious and successful merchandising techniques.
- Key Achievements: Received awards for outstanding customer service and for benevolent attitude towards fellow associates.
- Lead store in sales as well as customer feedback.

#### Education

Bachelor of Applied Science : Healthcare Administration , Present Pensacola State College - City , State Healthcare Administration After receiving my Associates of Arts I wanted to pursue a career in health administration with an emphasis on operation of hospitals. I have reached a pivotal point in my education, where I can now fully take all of my classes online. This will allow me more time to gain professional experience in the healthcare industry. A position at a healthcare facility will help me achieve my goal of being a positive influence on the healthcare community.

Associates of Arts : General Education , 2014 Gulf Coast State College - City , State General Education

#### Personal Information

Buddy' assisting special needs kids with playing athletic sports.\* Professional references available upon request.

#### Skills

administrative support, scheduling appointments, approach, Arts I, attention to detail, billing, communication skills, customer service, dependable, diagnosis, inventory, listening, merchandising, all Microsoft, Excel, Outlook, PowerPoint, Word, multi-tasking, providing treatment, problem solving skills, receiving, reception, retail, sales, structured, teacher, phone, written communication skills

#### Additional Information

- AFFILIATIONS· Volunteer for Miracle League, Pensacola, FL'Buddy' assisting special needs kids with playing athletic sports.\* Professional references available upon request.