

JESSICA CLAIRE

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Summary

[Job Title] with exceptional people skills. Versed in [Skill set 1] and [Skill set 2]. Desires a challenging role as a medical public relations. looking to join a growing entrepreneurial organization. Chiropractor who successfully ran a private practice from [Year] to [Year]. Specialties include the diagnosis and management of [Illness or Disorder] and [Illness or Disorder]. Experience and interest in [Disease type]. Personable ER Physician who excels in high-stress environments. Focused on putting patients at ease and clearly diagnosing even the most difficult cases. Disciplined and confident Physician with [State Name] license and Board Certification in Internal Medicine. More than [Number] years of experience in hospital and clinical settings. Extensive background working with minority and low-income populations. [Job Title] highly familiar with the diagnosis and treatment of multiple disease states and health concerns. Driven to communicate well and establish strong rapport with all patients. Energetic [Job Title] with [Number] years experience in high-level executive support roles. Organized and professional. Dedicated and focused [Job Title] who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority. Versatile [Job Title] offering administrative experience in both corporate and non-profit office environments. Personable Executive Assistant who capably maintains open lines of communication among senior executives, board members, shareholders, middle management and administrative staff. Receptionist who answers a high volume of incoming calls while handling in-person inquiries from clients and colleagues. Flexible and hardworking with the drive to succeed. . Articulate [Job Title] driven to succeed. Strategic planning and client relationship management expert. [job title] with more than [number] years of experience planning, developing and implementing [program or process] . Creative professional with extensive project experience from concept to development. Talents include [areas of expertise].

Highlights

- Conflict resolution
- Managing multiple priorities
- Eye for detail
- Critical thinking
- Microsoft Office Suite
- Social media and networks
- Improving product quality
- Strategic planning
- Contracts
- Implementing new business systems
- Identifying risks

Accomplishments

Experience

Public Relations. Strategic Connections. Matchmaking., 09/2015 to Current

Arbor Hospice – Charlevoix, MI,

-national level media placement

-sponsorship relations

- facilitate C-level connections within entertainment and sustainability fields for non-profit and profit initiatives

- act as agent for talent or products and initiate endorsement deals within health/wellness market

- conduct product efficacy and satisfaction experiments and interpret results.

– initiated studies with Lumosity and Alpha-Stim on retired NFL veterans for cognitive function, mood and pain assessments. (in progress)

-tradeshows health wellness products

-work transition training and job placement for underemployed former NCAA athletes

Chiropractic Physician, 08/2003 to 06/2014

Arbor Hospice – Alpena, MI,

-responsible for all facets of patient life cycle management: including advertising, marketing, front office / back office/ accounting/ IT problem solver/ web-keeper/ SEO, insurance billing/receiving, collectibles, inventory

management of front office and medical supplies and recommended supplements and wellness items-always

striving to balance satisfactory patient outcomes with time/budget/litigious considerations-produce physical results

under time and budget constraints with immediate feedback from patient –dispel myths regarding holistic health

and educate with up to date information- this has enormous impact on patient satisfaction. –sourcing and sales of

nutraceuticals and home care products (pillows, braces etc)-marketing plans, projections-local marketing-yelp/Google driven patients (consumers). tracking metrics-targeted facebook ad campaigns for Microcurrent Aesthetic treatment-website maintenance / conversion / content-reviewing/ recommending/ white-labeling/ wholesale-ing Wellness products with private clients and at spas and Dr. offices-system conversions. ICD-9 diagnosis codes to ICD-10 and compliance for medi-care-pre-research, source and recommend products. observe conversion and compliance metrics

Chiropractic Intern, 04/2002 to 06/2003

The Sunshine House Early Learning Academy â€” Decatur, GA,

- Chiropractic clinical internship.
- Under direct supervision of Dr.
- John Moore, sports chiropractic specialist, chiropractor for the women's Olympic swim team Sydney.
- 2000-30 hours per week- Responsible for soft tissue management of patient injuries, especially athletes, ultra sound, patient education, office support (front and back office).

Massage Therapist, 04/2002 to 07/2003

The Sunshine House Early Learning Academy â€” Douglasville, GA,

- Spa body therapist.
- 2 days per week, massage therapy, spa body treatments, client retention, marketing, product sales, Dr.
- Hauschka product line.

Massage Therapist, 09/2001 to 07/2003

Anheuser-Busch Inbev â€” Corvallis, OR,

- Family Life Chiropractic - San Jose, Ca
- 2 days per week, work with mostly workman's compensation and personal injury patients.

Spa and Massage Therapist, 04/2001 to 07/2003

Anheuser-Busch Inbev â€” Denver, CO,

- Spa body therapist.
- Massage therapy: 25 hours per week, responsible for directing clients to massage room, instructing clients in gowning procedures, making home care sales recommendations, 4-7 clients per shift - Styles used: spa 'signature massage' (Esalen, Swedish), deep tissue, 'Earth Elements' (warm stone massage) - Spa Body Therapy: various treatments using Vichy shower (rain bar) and steam canopy.

Teaching, 02/2001 to 07/2003

Ivy West S.A.T. Prep â€” City, STATE,

- SAT preparation tutor.
- One on one contact with students preparing for SAT exams.
- Subjects taught: SAT I Verbal, U.S.
- History, Biology, SAT II English Grammar - Office assistance during off-season.

Teaching, 1997 to 08/1999

Hayward Adult Education â€” City, STATE,

- English as a second language teaching assistant. (ESL)
- Work with non-native English speakers - Assist with assignments, projects and activities in the classroom. Conduct verbal lessons for teacher when requested.

Office Administration, 01/1993 to 07/1995

Alain Pinel Realtors â€” City, STATE,

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Received and screened a high volume of internal and external communications, including email and mail.
- 100-person office.
- Responsible for directing incoming calls, faxes and voicemail.
- Work without supervision.

Office Administration, 08/1990 to 1991

Maple Tree Inn â€” City, STATE,

- Front Office Guest Administration
- 181 room hotel in silicon valley. Primarily tech client base
- heavy customer service position
- Processed credit card transactions. Delivered requested items to guests' rooms. Served as public relations representative for the hotel. Recommended top dining and entertainment options for guests in the Silicon Valley.
- Responsible for checking guests in and out. Taking reservations. Faxing. Balancing a cash drawer. Diffusing

disgruntled guests. Data entry, EXTENSIVE phone contact with customers. Develop ongoing relationships with corporate travel agents.

Education

Licensed chiropractor in state of California· **2002 I.C.A.K., International College of Applied Kinesiology**
***100 hour course in Applied Kinesiology**· , 2002

CA State Board of Chiropractic Examiners - ,
GPA:

: , 2002

Life Chiropractic College West - Hayward, Ca
GPA:

125 hour acupressure certification Certified Acupressurist 2001 Body Therapy Center, Palo Alto, Ca 125
hour massage certification Certified Massage Therapist : , 2002

Body therapy Center - Palo Alto, Ca
GPA:

: , 1995

New College - San Francisco, Ca
GPA:

: , 1995

De Anza College - Cupertino, Ca
GPA:

: , 1991

Lynbrook High School - San Jose, Ca
GPA:

Standard Process Nutritional seminars *Various ICAK, International College of Applied Kinesiology, seminars
*272 hours of massage training *Licensed Chiropractor in state of California

Interests

relaxing to medium pressure, some firm, nurturing touch, energy balancing, incorporate origin/insertion, Golgi tendon organ, muscle spindle cell muscle techniques, deep specific work as needed Studying and practicing Pranic Healing (aura cleansing and chakra balancing system Founded by Choa Kok Sui) since 1996 Experience with Feldenkreis and Bioenergetics body work as a client since 1996 Personal *Organized, reliable and creative Accept and accomplish challenging assignments Confident in decision-making. Extremely person oriented Extensive solo travel throughout United States, Western and Eastern Europe, Pacific Islands and Central America Study of language acquisition and linguistic anthropology Certified advanced open water diver

Languages

English speaker *Basic knowledge of Dutch, Spanish and German

Skills

Basic, Biology,client, clients, data entry, Dutch, English, Front Office, German, home care, instructing, marketing, Massage Therapist, Office, 2000, speaker, Receptionist, sales, SAT I, SAT II,Â

Healthcare: Â MEDISOFT, computerized charting, STD counseling, breastfeeding educator People skills: great bedside manner, enthusiastic people person, advanced problem-solving, great organizational skills

- Sales Software: Salesforce.com
- Public Relations Software: Prezly
- Desktop Publishing Software: Photoshop, Illustrator, HTML

Additional Information

- Body Work Techniques and Experience *Have been practicing body work since 1995 Able to evaluate and provide high quality, result-oriented, skillfully managed sessions while bringing a high level of intuitive assessment to the client Chiropractic techniques: Applied Kinesiology protocol, Diversified, Logan Basic, Thompson Drop Table, Toggle recoil, full spine and extremities, various muscle re-education techniques, heavy emphasis on nutrition, work with elderly, children, infants, emotionally disturbed individuals, chronically ill patients and pregnant women Patient testimonials available upon request Studying and utilizing Cranial-Sacral therapy since 1997 Massage therapy styles studied: Esalen, Swedish, shiatsu, Trager, acupressure sports, deep tissue Personal style: relaxing to medium pressure, some firm, nurturing touch, energy balancing, incorporate origin/insertion, Golgi tendon organ, muscle spindle cell muscle techniques, deep specific work as needed Studying and practicing Pranic Healing (aura cleansing and chakra balancing

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