

# Jessica Claire

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## PROFESSIONAL SUMMARY

Highly motivated and committed health professional with a proven history of superior performance at individual, team, and organizational levels. Multitasks and prioritizes workloads with little or no supervisionâ€”detail-oriented professional looking to bring medical background and team-building skills to a deadline-driven environment.

## SKILLS

- Organization and Time Management
- Analytical and Critical Thinking
- Flexible and Adaptable
- Self-Motivated
- Health Assessment
- History Evaluations
- Physical Examinations
- Nursing Care Plans
- Diagnostic Screenings
- Electronic Patient Medical Record
- EMR Systems
- Diagnosing Illnesses

## PROFESSIONAL EXPERIENCE

### OCCUPATIONAL HEALTH DOCTOR (REMOTELY) 01/2018 to CURRENT

#### CISAM | City, STATE,

- Carry out annual Occupational Health Plan and Program and annual Medical Surveillance Technical Report.
- Monitor cases of collaborators with work-related illnesses and occupational accidents.
- Carry out follow-up of observations detected from annual evaluations in collaborators.
- Identify occupational and environmental risk factors that may affect workers' health.
- Detect damage caused by occupational diseases related to work.
- Address occupational conditions of workers.
- Collected, recorded and maintained patient medical history, reports and examination results.
- Monitored patients' conditions and progress, and treatment.
- Developed tools to improve disease surveillance with better screening and reporting options.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

### MEDICAL ASSISTANT TEAM LEADER

12/2019 to 11/2021

#### Optum | City, STATE,

- Sanitized, restocked and organized exam rooms and medical equipment.
- Obtained client medical history, medication information, symptoms and allergies.
- Directed patients to exam rooms, fielded questions and prepared for physician examinations.
- Collected and documented patient medical information such as blood pressure and weight.
- Performed clerical duties, such as word processing, data entry, answering phones and filing.
- Documented vital signs and health history for patients in clinic and hospital environments.
- Called and faxed pharmacies to submit prescriptions and refills.
- Scheduled appointments, registered patients and distributed sample pharmaceuticals as prescribed.
- Assisted with routine checks and diagnostic testing by collecting and processing specimens.
- Kept medical supplies in sufficient stock by monitoring levels and submitting replenishment orders before depleted.
- Taught patients about medications, procedures and care plan instructions.
- Completed clinical procedures and gathered patient data for interpretation by physician.
- Tested and recorded blood glucose levels.
- Promoted office efficiency, coordinating charts, completing insurance forms and helping patients with diverse needs.
- Obtained all prescribed laboratory testing.
- Supported duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus.
- Executed corrective actions when test controls were outside specified limits.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Prepared and administered medications to alleviate patient symptoms.
- Collaborated with medical and administrative personnel to maintain patient-focused, engaging and compassionate environment.
- Explained procedures to patients to reduce anxieties and increase patient

- cooperation.
- Prepared patients for X-rays, electrocardiograms, suture removal and dressing changes.
- Maintained detailed records of test results by entering data and patient information into computer.
- Oriented and trained new staff on proper procedures and policies.
- Implemented care and efficiency improvements to support and enhance office operations.
- Conducted monthly and quarterly inventory of supplies using facility cost reporting records.
- Measured patient spirometry.
- Monitored EKG, Eye Exam, and DPN test accuracy using quality controls.

#### MEDICAL RECORDS AUDITOR

09/2018 to 10/2019

##### IDOPPRIL | City, STATE,

- Maintained patient confidence by keeping patient records information confidential.
- Maintained patient records in compliance with security regulations.
- Reviewed charts and flagged incomplete or inaccurate information.
- Obtained necessary signatures on information release forms to obtain medical and treatment records from other service providers.
- Maintained historical reference by abstracting and coding clinical data such as diseases, operations, procedures and therapies with standard classification systems.
- Maintained accuracy, completeness and security for medical records and health information.
- Communicated effectively with staff, patients and insurance companies by email and telephone.
- Maintained database for storage and retrieval of medical records.
- Followed exact procedures for handling transfers and other releases of medical records.
- Secured medical records against loss or unauthorized access.

#### CHIEF MEDICAL DOCTOR AND OCCUPATIONAL HEALTH

02/2008 to 11/2017

##### Odebrecht | City, STATE,

- Managed and supervised healthcare staff composed of three doctors, ten nurses, ten paramedics, and eleven rescuers.
- Diagnosed and treated patients suffering from chronic conditions.
- Interviewed patients concerning physical complaints, discussed symptoms, asked questions and suggested treatment options.
- Diagnosed issues and implemented treatment plans to resolve problems or help manage symptoms.
- Teamed with other physicians, specialists and health care providers to provide well-rounded care for complex cases.
- Management of Integrated Strategy of Occupational Health and general medicine. 7,000+ employees.
- Development, Implementation, and Supervision of Industrial Hygiene Program.
- Development and implementation of Industrial Hygiene, Health, and Occupational Health training programs.
- Development, implementation, coordination, and supervision of emergency response plan.
- Distribution of Industrial Hygiene Monitoring Report for analyzing trends and creating action plans.
- Coordination, Supervision, and Execution of Medical Surveillance Program.
- Supervision and control of medications dispensed at Medical Unit.
- Development and implementation of Employee Wellness Program.
- Preparation of Reports and Monitoring of Key Performance Indicators.
- Development of Procedures, Protocols, Requirements, and Methods for standardization, improvement, and quality assurance of Health and Industrial Hygiene services.
- Perform Health Risk Assessments and plan monitoring in different areas.
- Statistical analysis of data to determine preventive and corrective action plans.
- Early return to work and rehabilitation program coordination.
- Coordination, Supervision, and Execution of insertion work Program for people with disabilities or reduced mobility.

#### EDUCATION

##### Associate of Science | Nursing

12/2021

##### EDP University of Puerto Rico, Hato Rey, PR

GPA:

##### Master of Science | SPECIALTY IN OCCUPATIONAL HEALTH

12/2013

##### UNIVERSIDAD AUTONOMA DE SANTO DOMINGO (UASD), SANTO DOMINGO, DOMINICAN REPUBLIC,

GPA:

##### M.D. | GENERAL MEDICINE

06/2006

##### UNIVERSIDAD AUTONOMA DE SANTO DOMINGO (UASD), SANTO

**DOMINGO, DR,**  
GPA:

**CERTIFICATIONS**

- PRN - Professional Registered Nurse Board of Nursing NY . No 860082
- CBCS - Certified Billing and Coding Specialist, NHA, No Y3S2Z2X4
- NRCMA-Nationally Registered Certified Medical Assistant, NHAP, No 183834
- BLS " CPR certification, AHA, No 215415920646
- Specialty in Occupational Health (Dominican Republic), 2013
- Bachelor of Medicine Diploma ((Dominican Republic), 2006

**LANGUAGES**

<b>English:</b>	<b>Spanish:</b>
<b>Negotiated:</b>	<b>Negotiated:</b>
<b>Portuguese:</b>	
<b>Negotiated:</b>	