

JESSICA CLAIRE

✉ resumesample@example

☎ (555) 432-1000,

📍 Montgomery Street, San
Francisco, CA 94105



PROFESSIONAL SUMMARY

Driven and compassionate healthcare professional with experience in both residential and hospital environments. Accountable and responsible with a strong focus on patient wellness.

EDUCATION AND TRAINING

University of Alabama at Birmingham
Birmingham, Alabama • 2016-2019

Bachelor of Science: Health Communication Management / Health Administration
- GPA: 3.5
Member of National Society of Collegiate Scholars

Nansemond River High School
, • 2012-2015

High School Diploma:
Advanced Diploma -
GPA: 3.5
BETA Club- Health Organizations

SKILL HIGHLIGHTS

- Knowledge of HMOs, Medicaid and Medicare
- HIPAA compliance
- Strong planning skills
- Patient-focused care
- Self-motivated
- Experience with Data Entry
- Excellence Leadership
- Strong work ethic
- Team player with positive attitude
- Exercises good judgment
- CPR Certified
- Maintains strict confidentiality

PROFESSIONAL EXPERIENCE

California Institute Of Technology - Preventative Healthcare Intern
Pasadena, CA, • 2016 - 03/2016

- Assist the educators in all aspects of this program, in physical activity education and nutrition education, and in helping to prepare healthy snacks.
- Planning, coordinating, and implementing HealthSmart events for the next few months.
- Review and make recommendations on the "Train the Trainer" manual for Community Health Advisor program.
- Evaluated patient care procedural changes for effectiveness.
- Cooperated with other health related agencies and organizations in community activities.
- Ensured the accuracy of public information and materials.
- Jumped in to fill gaps for on call rotation when necessary.
- Established and maintained positive relationships with government regulators, residents, families, other area health care providers, physicians and community at large.
- Revised policies and procedures in accordance with changes in local, state and federal laws and regulations.
- Contributed to and participated in community education projects to foster widespread understanding of the prevention and treatment of illnesses such as heart disease, diabetes, etc.
- Observed strict confidentiality and safeguarded all patient-related information.

UAB TIGER Study - Undergraduate Researcher
City, STATE, • 2015 - 03/2015

- In charge of participants measurements Standing weight Body weight Waist and hip circumferences Skinfolts Blood pressure Arterial Carotid Heart Rate Physical exams/ Fitness Tests.
- Administered, directed and coordinated the activities of the agency.
- Ensured the accuracy of public information and materials.
- Jumped in to fill gaps for on call rotation when necessary.
- Observed strict confidentiality and safeguarded all patient-related information.

Bon Secours St. Francis Medical Center - Healthcare Management Intern
City, STATE, • 04/2014 - 07/2014

- Assist Chief Nursing Executive with various projects.
- Worked with nursing and medical staff to develop policies, procedures and practice standards for the nursing department.
- Ensure compliance with applicable laws and regulations related to nursing service and healthcare.
- Monitored the nursing and operation of support departments to ensure that resident needs were met and facility was properly maintained.
- Evaluated patient care procedural changes for effectiveness.
- Served as liaison between management, clinical staff and the community.
- Ensured the accuracy of public information and materials.
- Actively maintained up-to-date knowledge of applicable state and Federal laws and regulations.
- Provided thorough supervision for day-to-day operations of facility in accordance with set policies and guidelines.
- Established and maintained positive relationships with government regulators, residents, families, other area health care providers, physicians and community at large.

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ADDITIONAL INFORMATION

- Volunteer University of Alabama at Birmingham Firehouse Shelter (Disabled Veterans)
- Habitat for Humanity (service to Birmingham)
- Marine Biology (environmental control)
- American Red Cross Blood Bank Center
- Greater Birmingham Humane Society

SKILLS

Strong leadership skills
Enthusiastic people person
Ability to work in a fast paced environment
Understanding of HIPAA regulations
Strong computer skills