

JESSICA CLAIRE

✉ resumesample@example

☎ (555) 432-1000,

📍 Montgomery Street, San
Francisco, CA 94105



PROFESSIONAL SUMMARY

Hardworking and self-motivated professional looking for an adequate income to support my family while attending college fulltime. Vast array of skills that could be put to use in many different areas of work. Very dependable and ready to accomplish any task that is given.

LICENSES

SKILL HIGHLIGHTS

- Strong interpersonal skills
- MS Office
- Efficient and reliable team
- CPR/First Aid certified
- Adaptable
- NREMT-B with SC and GA State Certification.
- Intravenous therapy comprehension
- Patient evaluation/interviewing
- Professional bedside manner
- Adept at prioritizing/management of deadlines
- Trained in pre- and post-surgical care
- Qualified in patient transport
- Calm under pressure
- Spinal immobilization methods
- Rapid patient assessments
- Excellent communication skills
- Critical thinking
- Medical terminology knowledge
- Risk analysis training
- Crisis intervention training
- MS Office proficiency
- Military experience
- Superior customer service
- Weapons training
- Government security clearance
- Trained in cross-cultural communication
- Trained in counterterrorism strategies
- Adept multi-tasker
- Complex data management
- Team leader
- Quick learner
- Trained in security
- Organized
- Troubleshooting
- Disaster preparedness
- Superior attention to detail

EDUCATION AND TRAINING

Current University of South Carolina
Aiken, SC • â€” â€”

Bachelor of Science: - GPA:

Central Texas College
Killeen, TX • 2013 â€” â€”

EMT-A Course Certification
Emergency Medicine: - GPA:

PROFESSIONAL EXPERIENCE

Southern New Hampshire Medical Center - Combat Medic/Healthcare Specialist
Milford, NH, • • 10/2010 - 06/2014

- Documented patient information obtained from interviews.
- Interviewed patients to obtain medical information, weight and height measurements and vital signs.
- Managed clinical oversight for over 4,500 soldiers.
- Improved soldier medical readiness by compiling and analyzing data and identifying areas of improvement.
- Evaluated patient care needs, prioritized treatment, and maintained patient flow.
- Trained new Medics on quality control procedures.
- Collected blood, tissue and other laboratory specimens and prepared them for lab testing.
- Performed monthly inventory and maintained office and medical supply counts.
- Performed vitals/glucose testing and assisted in administering injections and urinalysis.
- Skillfully performed suture removals for patients of all ages.
- Routinely retracted patient throat cultures and prepared them for lab submission.
- Implemented necessary changes based on evaluation of staffing requirements and floor assignments.
- Demonstrated ability to lead and motivate outstanding healthcare teams.
- Provided patient education.
- Ordered and read lab tests, x-rays, MRIs, Ultrasounds, and EKGs.
- Provided patient diagnoses under strict time constraints.
- Accurately documented all elements of nursing assessment, treatments, medications, discharge instructions, and follow-up care.
- Screened all passengers, crew members and employees for weapons and contraband.
- Secured all doors in the office and main building after hours.
- Denied entrance to the building to unauthorized persons.
- Monitored central alarm system for fire, intrusion, and duress alarms and responded when needed.
- Warned offenders about rule infractions and violations and verbally evicted violators from premises.
- Detected suspicious activities and watched for criminal acts and rule infractions.
- Monitored and authorized entrance and departure of vehicles, cargo trucks and visitors.

Augusta Primary Care - Medical Assistant
City, STATE, • • 08/2014 - Current

- Documented patient information obtained from interviews.
- Interviewed patients to obtain medical information, weight and height measurements and vital signs.
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- Assessed patients and documented their medical histories.
- Evaluated patient care needs, prioritized treatment, and maintained patient flow.
- Trained new staff on quality control procedures.
- Assisted doctors with surgeries and non-invasive procedures.
- Authorized drug refills and provided detailed prescription information to pharmacies.
- Collected blood, tissue and other laboratory specimens and prepared them for lab testing.
- Managed various general office duties such as answering multiple telephone lines, completing insurance forms and mailing monthly invoice statements to patients.
- Performed monthly inventory and maintained office and medical supply counts.
- Performed vitals/glucose testing and assisted in administering injections and urinalysis.
- Routinely retracted patient throat cultures and prepared them for lab submission.
- Implemented necessary changes based on evaluation of staffing requirements and floor assignments.
- Provided patient education.
- Provided behavioral/emotional support and supervision for those with dementia and Alzheimer's.
- Implemented new floor assignments based on evaluation of staffing requirements.
- Accurately documented all elements of nursing assessment, treatments, medications, discharge instructions, and follow-up care.
- Followed infection control procedures.
- Ensured safety and well-being of patients.
- Accurately recorded and reported test results according to established procedures.

SKILLS

attention to detail, Strong interpersonal skills, Excellent communication, SC, CPR, Crisis intervention, Critical thinking, customer service, data management, doors, EKGs, Emergency Medicine, emotional support, First Aid, forms, general office duties, Government, infection control, injections, insurance, invasive procedures, inventory, lab testing, Team leader, mailing, managing, Medical terminology, MS Office, office, Weapons, nursing, patient care, Patient evaluation, patient flow, quality control, Quick learner, read, Risk analysis, safety, security clearance, staffing, supervision, team player, telephone, therapy, Troubleshooting, urinalysis, vital signs, x-rays