

# Jessica Baldwin

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## Education

### **Berkeley College, New York, NY**

2013 Graduate, Bachelor of Business Administration Degree in Health Services Management

## Additional Skills

- MS Word, MS Excel, MS PowerPoint, Social Media, Mums, Data Entry

## Professional Experience

### **Compassionate Care Hospice, Brooklyn, NY**

Intern Sept 2013 - Dec 2013

- Answered telephones and directed calls to appropriate staff.
- Compiled and recorded medical charts, reports, or correspondence, using personal computer.
- Transmitted correspondence or medical records by mail, e-mail, or fax.
- Maintained medical records, technical library, and correspondence files.
- Scan patient's charts to add to electronic medical record.

### **Jewish Home Life Care, New York, NY**

Volunteer Sept 2013 - Dec 2013

- Performed computer related services to residents residing in the nursing home.
- Helped residents in and out of their rooms/floors to the computer rooms.
- Created a social media, and email accounts for residents so they can communicate with their relatives, and friends.
- Taught the residents how to operate their devices such as Ipad, tablets and computers.
- Taught residents how to use the internet to search for information.

### **Gregory Herman, Staten Island, New York**

Nanny, Jan 2012 - Nov 2012

- Helped prepare, and serve nutritionally balanced meals, and snacks for child.
- Modeled appropriate social behaviors, and encouraged concern for others to cultivate development of interpersonal relationships and communication skills.
- Assigned appropriate chores and praise targeted behaviors to encourage development of self-control, self-confidence, and responsibility.
- Transported the child to schools, and social outings.
- Performed housekeeping and cleaning duties related to child's care.

### **Kingsbrook Jewish Medical Center, Brooklyn, New York**

Volunteer Orderly, Jul 2012 - Aug 2012

- Changed soiled linens, such as bed linens, drapes, or cubicle curtains.
- Cleaned and sanitize patient rooms, bathrooms, examination rooms, or other patient areas.
- Lifted or assisted others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers.
- Served or collected food trays.
- Provided physical support to patients to assist them to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.

### **McDonalds, Brooklyn, New York**

Cashier, Jul 2008 - Jul 2009

- Received payment by cash, credit cards, vouchers, or automatic debits.
- Issued receipts, refunds, credits, or change due to customers.
- Assisted customers by providing information and resolving their complaints.

- Answered customers' questions, and provided information on procedures or policies.
- Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.