

Lovette M. Johnson

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Philadelphia, PA

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Objective Seeking employment with a company where I can grow professionally and personally. While networking and using my skills to contribute to the success of the company.

Education

The Pennsylvania State University

Bachelor of Science in Health Policy and Administration

Minor in Labor Employment and Relations

University Park, PA

Graduated Fall 2013

- Awarded Bunton Waller Scholarship

Motivation High School

- Valedictorian of Graduating Class

Philadelphia, PA

Graduated 2009

Work Experience

Sunrise Senior Living

Care Manager

Haverford, PA

5/14 - Current

- Help With residents daily ADL's , which ranged from dressing to taking residents to regular doctor appointments.
- Trained new employees that were employed with the organization. Took new employees on tours and helped the employee's complete mandatory online training.
- Organized Daily activities for residents from bingo to daily walks through the neighborhood.
- Assisted physical therapists with rehab of an number of patients throughout the organization.

The Devon senior Living

Dietary

Devon, PA

1/08 – 5/14

- Organized and planned daily events for residents.
- Improved resident and family turnouts for social gatherings.
- Prepared and helped feed residents that needed assistance.
- Organized daily tours of potential new residents to the organization.

Mercy Philadelphia Hospital

Intern

Philadelphia, PA

5/13 – 8/13

- Worked in nursing administration and helped organize inpatient paperwork.
- Filed patient medical records and filed patient records electronically.

- Made appointment for patients in neurology office.
- Trained volunteers for different positions throughout the organization.
- Answered telephones and directed patients to different departments that could better assist them.
- Organized and alphabetized patient medical files.

Elsevier

Intern

Philadelphia, PA

9/08 – 7/09

- Involved in global managing of supplies and marketing stock exchanges.
- Creativity helped find new and effective ways to engage different students that would be using the company's products.
- Managed daily product usages on excel worksheets.

Mercy Fitzgerald Hospital

Physician shadowing

Philadelphia, PA

8/07 – 5/10

- Assisted and overlooked physicians and medical examinations.
- Organized scheduling and patient appointments.
- Observed patient and physician interactions.

Highlights

- ❖ Advanced in Excel
- ❖ Advanced in Microsoft word
- ❖ Great speaker
- ❖ Writing and Editing

Activities

- ✚ Active member of Penn State Alumni Association
- ✚ Local representative of "Stop World Hunger.Org"

References Available upon request