**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.