

JOEL M. TELEHA

256 East Rahn Road, Kettering, Ohio 45429

(937)694-1109

telehajoel@gmail.com

Skills Summary

Innovative, enthusiastic, and integrity-driven individual with excellent customer service skills and “can-do” attitude that supports a culture of teamwork and accountability. Seeking an opportunity to work in thought-leading healthcare environment utilizing interpersonal skills to make valued contributions to the patient and family member experience.

Education

Carroll High School, Dayton Ohio May 2016

Graduate with Honors, GPA 3.5

General and Advanced Placement Courses

Ohio University – Athens, OH

Major – Exercise Physiology GPA 3.2

Minor – Biological Sciences

Graduation date: Spring 2021

Experience

United Parcel Service

Summer & Winter (Seasonal)

Package Handler

Responsible for loading, unloading, shipping, receiving, scanning, sorting, and stocking packages. Performed other tasks as assigned in a fast-paced environment.

Fairfield Inn & Suites

Night Auditor

March 1, 2018 – May 3, 2018

In addition to Front desk associate duties, absorbed night auditor responsibilities which includes daily reconciliation of all payments for hotel transactions including room charges, food items and other revenue.

Front Desk Associate

November 10, 2018 – March 1, 2018

Provides outstanding customer assistance to all guests of the hotel throughout their stay including check-in and check-out, billing charges, handling reservations, addressing and resolving guest concerns and working closely with other hotel associates and management team members.

Dorothy Lane Market

Produce Associate

May 2, 2016 – August 31, 2017

Service associate in high-end supermarket within large volume department, prepared fruits and vegetables for packaging, arranged for display, processed customer orders. Promptly addressed customer concerns and questions in the department and provided superior customer service to all valued patrons.

Dairy Queen

Shift Leader

September 20, 2014 – May 2, 2016

Provided first-line supervision during stores operational hours, assisted in creation of employee schedules, taking orders over the phone as well as at point of service including register and accurate cash handling. Coordinated store opening and closing operations.

Moraine Country Club

Golf Caddy

March 12, 2014 – September 18, 2014

Responsible for carrying members golf bag, providing club selected, cleaning and locating the ball, raking bunkers, replacing divots, locating yard markers and holding the flag. When requested, assessed distance to the pin, and advised on club use. Cleaned, charged and restocked carts for member use.

Community Service

Youth Group Ministry for Ascension Church August 2012 – September 2016

Active participation in numerous community service projects and fund-raising activities

Referee/Helper for Polar Bear Basketball

August 2012- September 2016

Responsible to referee/assist games for developmentally delayed youth leagues throughout the community.

Research Experience

STEP Study

University affiliated study focusing on the relationship between a child's oxygen consumption and various games that were set up for them. Responsible for obtaining resting vitals, setting up cameras and games, and assisting with equipment.

Volunteering

COVID Vaccine Clinic at the University of Dayton

Provided assistance to individuals that needed to use a wheelchair. Pushed them to their designated location and facilitated their depart.

Passion Works Studio

Collaborative community arts center that works with artists that have developmental differences. Participated and assisted individuals in creating various pieces of art work.

References attached below for your consideration



Miami Valley Hospital
Premier Health Partners

Emergency and Trauma Center
One Wyoming St.
Dayton, Ohio 45409-2793
(937) 208-3356

To Whom It May Concern,

March 6, 2021

I am an emergency physician at Miami Valley Hospital in Dayton, Ohio, and am writing this letter as a reference for Joel Teleha, who is seeking employment with your facility. Joel will be graduating this May from Ohio University in Athens, Ohio with his undergraduate degree in Exercise Physiology.

I have known Joel for over 11 years, and have watched him grow through junior high and high school, then into his college years. During that time Joel has developed a strong focus towards his goal of becoming a Physician Assistant, and recognized that he needed to take a different path along the way. He realizes the experience he would gain while working for you in the next year will give him valuable insight into his future career choices. He is hard working and diligent in his responsibilities and will make the most of his opportunity to work for you. He has spent time shadowing me in the emergency department and with staff from the orthopedic department, and was an enthusiastic student while he was here. Joel also has a very kind and compassionate heart, and your staff and patient population would enjoy getting to know him.

Working in medicine for nearly 30 years, as a physician and administrator (I was the former department chair in Emergency Medicine here at Miami Valley Hospital, the associate director of the department, and director of the Emergency Medicine residency program for our hospital site), I have seen many students and residents come and go. I am well aware of the type of character and mentality a student should have to succeed, and Joel has those traits. He is eager to learn, willing to do what it takes to benefit the patients and his co-workers, and will make them laugh along the way. Joel would be a valuable member of your team, and I would highly recommend him.

I look forward to hearing from Joel about his experiences this coming year, and even more so, hoping we get the chance to hire him when he is done with his Physician Assistant education!

If you have any further questions regarding Joel's application for employment, please don't hesitate to call.

Sincerely,

Mary Chellis, M.D.
Miami Valley Emergency Specialists