

W. KYLE RESURRECCION

OFFICE MANAGER

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OBJECTIVE

Young professional looking for work experience and opportunities for growth. Strong background in psychology and healthcare. Leadership, organization, critical thinking and problem-solving.

SKILLS SUMMARY

- Healthcare Management
- Emergency Medical Services (EMS)
- Basic Life Support (BLS)
- Medical Terminology
- Academic Research
- Data Entry
- Office 365 and Outlook
- CEVO Certified
- Manual Labor
- Fluent in Filipino and Spanish

ACHIEVEMENTS

- **Cum Laude (B.A.)**
UIC - Dec. 2017
- **Magna Cum Laude (A.A.)**
MVCC - Dec. 2015
- **Dean's List**
MVCC & UIC (5 semesters)
Jan. 2015 - Dec. 2017
- **President's List**
UIC (2 semesters)
Jan. 2016 - May 2017
- **Academic Research**
1+ Year
- **Volunteer Hours**
100+ hours

CAREER EXPERIENCE

Office Manager

ACE Health Care Services LLC | Nov. 2018 - Present

- Responsible for leading a team of 5 to support and coordinate performance of 20+ field staff who care for 150+ patients
- Performs operational and administrative tasks essential for daily functioning such as: systems maintenance, recruitment, patient care coordination, tasks management, and communications
- Accomplished successful transition from paper to electronic operational systems (care tracking, communications, data mgmt., etc.); oversaw creation of materials for re-branding

Licensed EMT - B

1st Response EMS | March 2018- April 2019

- Monitors and transports patients between residences and health-care facilities
- Provides basic life support when necessary

Research Assistant

University of Illinois in Chicago | Jan. 2017 - May 2018

- Assisted graduate students with research studies in clinical psychology and neuroscience
- Experience in conducting experiments, collecting data, and caring for test subjects

Nursing Assistant

ACE Health Care Services LLC | 2016 - Nov. 2018

- Assisted visiting nurse by performing patient assessments, history taking, completing medication profiles, and coordinating patient care from the field

EDUCATION

Bachelor's in Liberal Arts & Sciences - Cum Laude

University of Illinois at Chicago (UIC), Chicago, IL

Major: Psychology

Minor: Biology

Pre-professional Field: Pre-Medicine

Jan. 2015 - Dec. 2017

Associate's in Science - Magna Cum Laude

Moraine Valley Community College (MVCC), Palos Hills, IL

Aug. 2014 - Dec. 2015

Oakton Community College (OCC), Des Plaines, IL

Aug. 2012 - May 2014