

SAMANTHA WOODS

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Education

High School Diploma: 06/2023

La Serna High School - Whittier, CA

- Honor Roll [2019-2022]

Professional Summary

Dedicated student with practiced ability and social skills to work in group settings and direct team members towards a common goal. Effectively supports others with strong organizational and communication skills. Passionate individual always eager to learn.

Skills

- Team Collaboration
- Relationship Building
- Professionalism
- Verbal and written communication
- Active Listening
- Critical Thinking

Work History

Workers' Compensation Assistant, 07/2024 to Current

Lee C. Woods M.D., P.C. – Whittier, CA

- Monitored sensitive medical information through proper documentation handling, data entry, and record maintenance procedures.
- Communicated efficiently and clearly with coworkers to ensure proper assembly of medical reports
- Synthesized patient demographics to produce patient intake forms utilized during evaluations.
- Corresponded with legal representation to acquire details of patient injury necessary for proper evaluation and diagnosis.

Red Cross Leadership Development Camp (LDC) Staff, 02/2022 to 08/2023

Red Cross – Yucaipa, CA

- Facilitated leadership skill workshops on Communication, Diversity, and Emotional Intelligence in support of Los Angeles County youth.
- Cultivated an environment of comfort, inclusion, and freedom of expression through discussions of family, identity, and mental health.

- Encouraged vulnerability through the communication of personal needs, and affirmation of peer experiences by giving undivided attention to others.
- Dedicated time and energy to planning fundraising activities, rehearsing session lectures and activities, and team building exercises.

La Serna High School OASIS Mentor, 08/2022 to 06/2023

La Serna High School – Whittier, CA

- Provided mentees with methods for academic improvement through the use of daily planners and expression of personal study habits.
- Established bond with mentee through humor and support.
- Delivered presentations and interactive activities on how to embody academic traits and habits.
- Served as a role model for professionalism, integrity, and dedication within the mentorship program environment.

Shelter's Right Hand Thrift Shop Volunteer/Cashier, 05/2021 to 06/2022

Shelter's Right Hand Thrift Shop – Whittier, CA

- Executed checkout transactions and calculated change with a friendly and positive manner.
- Assisted shelter directors by organizing warehouse inventory
- Applied judgment to decide the best products to display every Saturday during a three-hour shift.
- Maintained a clean and orderly workspace and communicated with volunteer staff regarding transactions and customer concerns

Blood Donor Ambassador, 04/2020 to 09/2021

Red Cross – Whittier, CA

- Greeted donors and monitored check-in to ensure understanding of required time commitment, blood donation process, and recovery time.
- Maintained a sanitary environment by frequently cleaning chairs and tables, taking donor temperatures, and verifying adherence to the mask mandate.
- Assisted nursing staff by preparing snacks and beverages for donors as they recovered from blood donation.
- Tended to responsibilities throughout a six-hour shift.