1. Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs.
2. Administered job knowledge assessments and competency testing for certification-level training.
3. Identified process improvements in day-to-day functioning of department.
4. Led planning and achievement of goals and objectives consistent with agency mission and philosophy.
5. Taught health education classes for community workers and members of public.
6. Promoted available resources and connected individuals with services.
7. Established staff schedules and assignments based on facility needs and equipment availability.
8. Gave public talks on importance of health education and specific disease prevention and treatment strategies.
9. Assisted with development of improved seminars and training materials.
10. Provided expertise for clinical support and services such as WIC.
11. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
12. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
13. Created plans and communicated deadlines to ensure projects were completed on time.
14. Resolved problems, improved operations and provided exceptional service.
15. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
16. Received and processed stock into inventory management system.
17. Increased customer satisfaction by resolving [product or service] issues.
18. Offered friendly and efficient service to all customers, handled challenging situations with ease.
19. Worked with [type] customers to understand needs and provide excellent service.
20. Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.