1. Administered job knowledge assessments and competency testing for certification-level training.
2. Provided expertise for clinical support and services such as WIC.
3. Promoted available resources and connected individuals with services.
4. Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs.
5. Led planning and achievement of goals and objectives consistent with agency mission and philosophy.
6. Established staff schedules and assignments based on facility needs and equipment availability.
7. Assisted with development of improved seminars and training materials.
8. Identified process improvements in day-to-day functioning of department.
9. Gave public talks on importance of health education and specific disease prevention and treatment strategies.
10. Taught health education classes for community workers and members of public.
11. Led projects and analyzed data to identify opportunities for improvement.
12. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
13. Used critical thinking to break down problems, evaluate solutions and make decisions.
14. Collaborated with [department or management] to achieve [result].
15. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
16. Exceeded goals through effective task prioritization and great work ethic.
17. Delivered [product or service] to customer locations within specific timeframes.
18. Proved successful working within tight deadlines and fast-paced atmosphere.
19. Drove operational improvements which resulted in savings and improved profit margins.
20. Served customers in a friendly, efficient manner following outlined steps of service.