

# JAMES CONLON

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31 RICHARDSON AVE, UTICA, NY 13502 | Home: (315) 709-7469 | conlonj93@gmail.com

## Professional Summary

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Motivated young professional, with a great amount of personal and professional experience in the world of human performance, medical assistant and Health Science.

## Character Traits

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- Leader
- Hard Working
- Understanding
- Determined
- Family Oriented
- Cohesive

## Work Experience

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| <b>Coach</b><br><b>Utica Combat Athletics</b> <ul style="list-style-type: none"><li>• Planned strength and conditioning training.</li><li>• Coached fundamentals of boxing and wrestling.</li><li>• Implemented training strategies to improve individual performance.</li></ul>  | <b>Aug. 2015-Present</b><br><b>Utica, NY</b>          |
| <b>Psychiatric Aide</b><br><b>St. Elizabeth's Medical Center</b> <ul style="list-style-type: none"><li>• Performed administrative and certain clinical duties under the direction of a physician.</li><li>• Clinical duties may have included took and recorded vital signs and medical histories, prepared patients for examination, and administered medications as directed by physician.</li><li>• Developed treatment plans.</li><li>• De-escalated patient interactions</li></ul> | <b>Dec. 2020-Oct. 2022</b><br><b>Utica, NY</b>        |
| <b>Restaurant Manager</b><br><b>LUNA Bar &amp; Grill,</b> <ul style="list-style-type: none"><li>• Supervised, trained, and recruited other members of staff.</li><li>• Prepared and managed budgets.</li><li>• Prepared pay roll for staff members.</li><li>• Ensured the restaurant was in compliance with safety legislatures and guidelines.</li><li>• Marketed and promoted the establishment.</li><li>• Produced staff rosters.</li></ul>  | <b>Aug. 2019-May 2021</b><br><b>Utica, NY</b>         |
| <b>Instructor</b><br><b>Planet Fitness</b> <ul style="list-style-type: none"><li>• Set fitness goals with clients.</li><li>• Educated members on proper techniques.</li><li>• Designed personal fitness plans.</li></ul>  | <b>Mar. 2014-Jul. 2016</b><br><b>New Hartford, NY</b> |

## Education & Training

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| <b>Bachelors in Health Science and Education</b><br>Utica College | <b>May 2019</b><br><b>NY</b>         |
| <b>Associates of Science in Math and Science</b><br>MVCC          | <b>Dec. 2016</b><br><b>Utica, NY</b> |