

KWAILAN BAMBY

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SUMMARY

First, I thank you for reviewing my credentials for the opportunity available in your company. I am especially grateful for your time and consideration. I am elated to discover/apply for a position that meets my qualifications. As a very eager, insightful and accountable individual, I have worked in different environments developing a working knowledge of various skill sets that I would like to present for your consideration. I am capable of multitasking, maintaining focus on consumer needs and company progressivism to facilitate an efficient workflow. Professionalism, enthusiasm & working knowledge of most office systems are key aspect in my overall composition as a great employee prospect for your team! Most employers seek applicants who are detailed oriented, team players, and who possess a certain interpersonal savvy, faceting a reliable and productive asset to their company. I dare to say that given the opportunity, I will surpass your expectations. I look forward to hearing from you soon. Sincerely, Kwailan Bamby Regarded as an energetic, accountable, professional self-starter endeavoring to secure an opportunity for growth and professional advancement

SKILLS

- Administrative
- Charts
- Directing
- Inventory
- Materials
- Medical Terminology
- Meetings
- Windows
- Pos
- Quality control
- Scheduling
- Phone
- First aid certified
- Security procedures knowledge
- Reliability

EXPERIENCE

NATIONAL GUARD | 09/2018 to Current

United States Army National Guard - New York, Ny

- Collaborated with officials to establish action plans to provide safe environment and immediate response to threats and emergencies at the Jacob Javits Mass Vaccination site.
- Empire Shields Joint Task force
- Provided friendly and professional assistance to employees, visitors and patients during the process of vaccines.
- Communicated with team members, building management, and Law Enforcement via radio, telephones, computers and proprietary.
- Completed required shift logs and reports, highlighting routine activities, suspicious circumstances and critical incidents.

PATIENT FACILITATOR | 07/2011 to Current

Lenox Hill Hospital/ Manhattan Eye Ear & Throat - York, NY

Pos-operating room

Basic secretary duties. Answering phone calls and directing them as needed. Building patients charts prior to surgery, Facilitate the flow of patients in Ambulatory, operating room, and Recovery Room. Assisting patient needs before surgery, Assisting the Directors, managers and surgeons with needs and requests. Basic computer and medical Terminology

- Transport Patients to and from various units.
- Attended to Picking up and delivering materials/Equipment as needed.
- Encourage to create and build positive relationships with patients hospital personnel by being professional and pleasant.
- Attended to using proper body mechanics during Transfer and transport of patients.

Provided excellent customer service by effectively communicating with patients, families, staff and staff in other hospital departments.

OPERATIONS | 02/2004 to 07/2014

WOR Radio - New York, NY

- Organized events and maintained ability to forecast essential elements for specific events.
- Assisted with scheduling and calendaring appointments as necessary.
- Booked various reservations for executive staff members.
- Provided information updates to pertinent staff members and organized client information.

SPECIAL NEEDS ASSISTANT | 05/2009 to 05/2010

AHRC Nassau - Westbury, NY

- Attending the special needs of the mentally disabled.
- Administering proper medicine to the clients.
- Encouraging the clients to be independent and to fulfill their life goals.
- Document and record the progress of the client via a Windows based program.

VOLUNTEER | 03/2000 to 03/2005

Community Church of Christ - Jamaica, NY

- Organized, coordinated and governed meetings.
- Assisted with administrative duties.
- Assisted with maintaining quality control of the church.

**EDUCATION AND
TRAINING**

High School Diploma
2004

Satellite Academy High School - New York, NY
2002

REFERENCES

References Furnished Upon Request