

# Diamond

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## WORK EXPERIENCE

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### Unit Secretary

March, 2022 – February, 2023

Jackson Health System

- Sending out morning updates to department heads in order to keep everyone on the same page.
- Confirming/scheduling all patient appointments, scheduling transportation if necessary.
- Informing patients, family members, physicians, and nurses, informing all staff of daily schedules, creating patient information packets to send to outside specialists.
- Assisting on the floor including answering lights, directing family members, assisting fellow staff, passing meal trays, transporting patients to activities, therapy, etc., EMR EMR
- Retrieving medical records when requested by the procedure.

### Room Service Operator

May, 2018 – February, 2022

Sodexo

- Use their expert knowledge of nutrition and food to help others make better healthy food choices.
- Creating meal plans, training the public, and establishing goals. Delivers and picks up food carts as requested.
- Consistently implements phone orders for new admissions, diet or room changes. Heads patient menus neatly and accurately with correct room number and name.

### Stock Associate

February, 2012 – June, 2014

Walmart

- Demonstrates on a daily basis professionalism and confidence in using my communication skills to meet stores daily and yearly selling goals
- Receives shipments to a store, check for shipment accuracy, stock items on the sales floor, and maintains store.

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## SKILLS

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- Teamwork
- Leadership
- Organization

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## EDUCATION

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### American Academy High School

March, 2012

High School Diploma

Grade Average: 3.9

### Florida Education Institute

June, 2014

Patient Care Technician

Grade Average: 4.9

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## AWARDS

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**100% Perfect Attendance Plaque**

Award Description #1

**2014**

**4.9 G.P.A Gold Medal**

Award Description #2

**2014**