
Objective: To obtain a full time position in an environment that offers a greater challenge and the opportunity to help the company advance efficiently and productively.

Certifications/Professional Endeavors:

- *State Registered Nursing Assistant - 50156045*
Obtained from Bluegrass Nurse Aide Training Center (2009)
- *CPR/BLS Certified*
Card # C-111215 (American Heart Association)
- *Phlebotomy Certification* through MedTech College- June 2010
- *HIV/Blood Borne Pathogen Training- EMSEK Curriculum* (Certification September 2010)
- *National Incident Management Systems (FEMA) Training- Emergency Management Institute (2010)*
 - ICS 800 Course- Expert in National Response Framework
 - ICS 700 Course- Expert in National Incident Management Systems
 - ICS 200 Course- Expert in ICS for Single Resources and Initial Action Incident
 - ICS 100 HCB Course- Expert in Incident Command System for Healthcare/Hospitals
 - ICS 100 b Course- Expert in Incident Command System
- *Emergency Medical Technician-Basic 1058834* Obtained from
Emergency Medical Training Professionals (2011)
- *National Registry Certified Emergency Medical Technician- B2044110* (2011)
- *National Association of EMS Educators Instructor- 083775* Course completion in 40 hours of education to meet requirements to be an approved instructor (2011)
- *BLS/CPR Instructor Certified Card # F-1570* (American Heart Association)- Extensive training to become an AHA certified instructor of CPR and Basic Life Saving Skills and measures

Education:

- Eastern Kentucky University (August 2009-May 2015)
 - **Bachelor's Degree in Public Health-** Classes focusing on prevention and health education in community and private settings to educate patients on being personal advocates for health and behavior change, learning how to meet healthy people objectives. Courses included Biostatistics, Epidemiology, Health Promotion Program Planning, Disease Education and Prevention, etc.
 - *Completion of Internship at Veterans Affairs Medical Center (320 hours)*
 - Assisted the Primary Care Records Liason with annual PC Inventory and File Plan
 - Classes in LEAN (Six Sigma)
 - Worked in Health Administration Services and Benefits Office

- Aided in developing and implementing educational materials within the Health Promotion Disease Prevention Program
- Published articles in The Pulse
- Experience in Health Behavior Coordination and in Mental Health Integration
- Content review and development for patient orientation classes

Employment History:

- 2nd Chance, PLLC- Lexington, KY
Employed October 2012-Present
Clinic Manager- February 2013- Present

Using evidence based practice developed multidisciplinary training and compliance programs for the office as well as developing office presentations. Helped to build office from start up through advertising and public affairs ventures to gain recognition in community and increase patient volume. Responsible for budgeting/projections for a 25 person 4 million+ dollar per year practice. Independently developed employee handbook and human resources manual for clinic. Inventory and ordering of all supplies as well as utilities and patient resources. Developed programs and aided in coding of electronic medical records system. Expert knowledge in compliance of insurance and state laws regarding addiction therapies and billing; including billing to Medicaid, Medicare, and private insurance. Data analysis from multiple platforms to maintain clinic functions and improve daily practice.

Skills Include:

- *Supervision and management of multiple staff members*
 - *Strong verbal communication skills*
 - *Clinic development*
 - *Data analysis*
 - *Expertise in conflict resolution*
 - *Educating patients on medication administration*
 - *Maintaining up to date data on patients as well as paperwork for doctor's licensure*
 - *Networking and collaboration skills*
 - *Advanced knowledge in billing and coding for insurance*
 - *Detail oriented*
- Morning Pointe Senior Care Facility- Lexington, KY
Life Enrichment Director- January 2012- February 2013
Developed an activity program for seniors through networking and community relations, built a large volunteer base to entertain and educate residents. Designed and implemented activity calendar using power point and bulletin board displays to highlight monthly schedule. Created and maintained various forms of media to communicate facility events and community news.

Skills Include:

- *Developing and maintaining monthly newsletter*
- *Creating and utilizing power point with pictures and facility highlights to engage residents in activities*
- *Developing and maintaining monthly activity calendar*
- *Being sensitive to residents needs and interests for outings and activities*

- *Strong computer skills in office programs*
 - *Extensive training in Dementia/Alzheimer's care*
 - *Managed budget for activities programs to include and provide events for 52 senior residents*
 - *Coordinated and maintained volunteer programs in working with Shriner's Children's hospital, Sandersville Elementary School, the Ronald McDonald House, etc.*
 - *Community outreach*
 - *Excellent communication skills with residents, staff, and family members*
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- Emergency Medical Training Professionals EMT Instructor - February 2011- September 2011
 Responsible for providing training and education in areas such as CPR, BBP Training and any material covered under the EMT-B guidelines. Teaching skills to students to aid them in preparing for and passing their state boards to become EMT-B.
- Skills Include:*
- *Participated in multiple training programs to maintain current valued skill sets*
 - *Designed and executed skills program and developed effective teaching methods*
 - *Coordinated and managed CPR class sessions*
 - *Demonstrated leadership in team settings with students and other instructors*
 - *Used a wide range of educational materials to prepare students for state boards and National Registry*
 - *Demonstrated skills and encouraged direct interaction in classroom environment*
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- Powell County EMS EMT Basic- February 2011- August 2011
 Responds to emergency calls to provide efficient and immediate care to the critically ill and injured, and transports the patient to a medical facility.
- Skills Include:*
- *Skilled in trauma and environmental emergencies*
 - *Expertise in CPR with/without use of an AED*
 - *Administered first aid treatment to accident victims*
 - *Proper triage of multiple victim incidents*
 - *Assess nature of illness and immediately make sound decisions regarding patient care*
 - *Knowledge of and compliance with OSHA policies and procedures*
 - *Excellent communications skills with dispatch and ER staff*
 - *Ability to react calmly in emergency situations*
 - *Expert knowledge in on-site emergency protocols*
 - *Demonstrate ability to perform scene safety assessment*
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- Royal Manor Nursing Facility- Nicholasville, KY Perform assigned
 SRNA- January 2010- February 2011, August 2011- January 2012
 duties under direction of nursing and medical staff. Assist residents in activities of daily living. Met all of residents needs as assigned in care plans.
- Skills Include:*
- *Advanced Dementia/Alzheimer's Training*
 - *Restorative Therapy Certification*
 - *Accurate and timely flow of patient information through records*

- *Preserve patient dignity and minimize discomfort*
 - *Effective team collaboration*
 - *Extensive knowledge of HIPAA regulations/privacy*
 - *Advanced ability to effectively communicate with elderly patient population*
 - *Skillful in helping residents use transfer and assistive devices*
 - *Aid in feeding and grooming habits while allowing residents to maintain dignity and independence*
- Seniors Advantage Inc. – Lexington, KY
SRNA- October-December 2009
Assist patients with activities of daily living, outings and patient care. Perform assigned duties in patient's homes.

Skills Include:

- *Patient advocacy and support*
- *Advanced understanding of body mechanics and transfer procedures*
- *Keeping records in organized format for all appointments and necessary events for clients*
- *Integration of safety behaviors and environment in everyday life*
- *Keen attention to detail*

Groups/Organizations:

Kentucky Public Health Association-(KPHA) Maintaining membership status by being involved in conferences and programs which help to promote healthy communities via education, leadership, and a commitment to excellence.

Eta Sigma Gamma- (ESG) National professional honorary for students in health education. Promotes teaching research and service in and for the health education discipline. Remained a member by keeping grade point average above a 3.0 and doing community service.

Volunteer work with KODA- Kentucky Organ Donor Association- Assisting in events to register organ donors in public and healthcare settings, educating the public on being an organ donor

Volunteer work with Sandersville Elementary School assisting with afterschool and fundraising events to support children's literacy, including a pen pal program I started between senior citizens and students

References and letters of recommendation available upon request