**Work Experience:**

**Broward College**  
111 E Las Olas Blvd  
Fort Lauderdale, FL   33301 United States  
  
**08/2011 - 04/2013**  
**Hours per week:** 20

**Adjunct Anatomy & Physiology Professor**

**Duties, Accomplishments and Related Skills:**

\* I taught associate level courses in Anatomy and Physiology and General Biology.  
\* Developed and delivered lectures for in-class discussions and assignments that catered to the needs of students with various levels of abilities.  
\* Organized the classroom and learning resources and created displays to encourage a positive learning environment.  
\* Wrote course material such as syllabi, homework assignments, and handouts.  
\* Wrote administered and graded midterms, quizzes, and final examinations.   
\* Assessed grades for students based on participation, performance in class, assignments and examinations.

**Supervisor**: Dean Thompson (9542017200)  
**Okay to contact this Supervisor:**Yes

**Life University**  
1269 Barclay Circle  
Marietta, GA   30060 United States  
  
**05/2007 - 12/2009**

**Chiropractic Intern**

**Duties, Accomplishments and Related Skills:**

\*Provided care for patients in a clinical setting, conducted physical exams, report of findings, processed and interpreted x-rays, diagnoses, write case management reports, educated and treated patients to the full spine and extremities  
\* Monitored, evaluated, and recorded client progress  
\*Conducted community outreach /health fairs  
\*Maintained consistent financial policies and billing practices to improve business outcomes and community trust  
\* Performed various duties including filing, faxing, record keeping, mail screening, data entry, ordering office supplies, daily deposits and closing activities etc

**Supervisor**: Leslie King (770-426-2600)  
**Okay to contact this Supervisor:**Yes

**CVS Health**  
1708 North Monroe St  
Tallahassee, FL   32303 United States  
  
**05/2011 - Present**

**Pharmacy Technician Supervisor**

**Duties, Accomplishments and Related Skills:**

\* Work alongside licensed pharmacists in administering vaccines.  
\* Assist Pharmacists in filling 275+ prescriptions each day by locating and dispensing orders precisely and efficiently  
\* Research and resolve dosage conflicts, potentially harmful drug interactions, insurance issues and other matters to   
ensure patient safety/wellness and build customer loyalty.  
\* Supervise personnel to include training, coaching, mentoring and performance management.  
\* Participates in all mandatory training/meetings  
\* Ensure compliance with company policies and procedures.  
\* Interviewed, trained, and supervised over 11 part time employees  
\* Organize & facilitate regular staff meetings.  
\* Plan and scheduled work for the Pharmacy Technicians.

**Supervisor**: Jennifer Cobb (850-385-6136)  
**Okay to contact this Supervisor:**Yes

**Florida Department of Health Bureau of Chronic Disease Prevention**  
4052 Bald Cypress Way, Bin A-24  
Tallahassee, FL   32399 United States  
  
**01/2017 - 08/2018**

**Assistant Public Health Advisor**

**Duties, Accomplishments and Related Skills:**

While employed as an Assistant Public Health Advisor my duties consisted of :  
\* Providing education to medical providers, community based organizations, and the general public.  
\* Analyzing epidemiological and surveillance data on chronic disease.  
\* Updating summary tables, reports, figures, and text for publication and presentation to professional organizations and the general public.   
\* Conducting community outreach /health fairs  
\* Providing technical assistance for required reporting of chronic disease and conditions in Leon County.  
\* Reviewing polices and plans to ensure compliance to funding expenditures.  
\* Providing updated trends of BRFSS indicators related to tobacco use among Florida adults to the Tobacco Education and Use Prevention Advisory Council program.   
\* Preparing Community Themes and Strengths Assessment reports for use in evaluating program operations.  
\* Answering all correspondence and reroute incoming calls.

**Supervisor**: KalindaPyles Knight (850-245-4444)  
**Okay to contact this Supervisor:**Yes

**Florida Department of Health Orange County**  
6101 Lake Ellenor Drive  
Orlando, FL   32809 United States  
  
**01/2015 - 04/2016**

**Epidemiology Intern**

**Duties, Accomplishments and Related Skills:**

\* Collected and analyzed community health assessments data to address improving the health and quality of life of the Orlando-Kissimmee-Sanford Metropolitan.  
\* Utilized Merlin for case report information gathering using to analyze data and assess the program needs in terms of strategies, services, and resources.  
\* Identified the need for infection prevention measures in Hepatitis patients based on risk assessment, surveillance, partnerships, and collaborations and reporting.   
\* Maintained confidentiality, provided professional services and accurate data to all patients  
\* Analyzed passenger and disease trends to enforce domestic public health regulations for international travelers.  
\*Conducted public health investigations of international travelers with suspected Zika to enforce domestic public health regulations.  
\* Updated infection control, food borne diseases, antibiotic resistant diseases, hepatitis related policies, procedures and educational programs to comply with local, state, federal regulations, TJC/AOA standards and CDC/HICPAC/SHEA guidelines and disseminates pertinent information as appropriate  
\*Surveyed over 150 participants during field research of target population.  
\*Interviews, educates and counsels patients with communicable diseases, assists staff with field visits and conducts follow-ups to ensure that timely and appropriate medical care is received  
\* Liaison to medical community, lay public, and businesses respecting infectious and communicable diseases especially listed in Rule 64D-3  
\* Investigated outbreak situations. Formulates actions to decrease or eliminate outbreaks or threats to the public health

**Supervisor**: Sarah Matthews (407 858 1420)  
**Okay to contact this Supervisor:**Yes

**CVS/Caremark**  
5886 Conroy Rd  
Orlando, FL   32835 United States  
  
**08/1998 - 05/2011**  
**Lead Pharmacy Technician & Insurance Specialist**

**Duties, Accomplishments and Related Skills:**

\*Immediately notified Pharmacist of dosage or label inaccuracies, increasing technician accuracy rate by 6% within initial 2 months of hire  
\* Verify insurance eligibility and coverage; recognized as processing the highest number of insurance claims within team  
\* Closely monitor inventory levels and outdated products; improved filing system to ensure inventory record accuracy.  
\* Advise management on weekly reports of operations including budget and fiscal matters.  
Precisely maintained OTC and pharmacy inventory, properly documenting and disposing expired products  
\*Quickly and professionally greeted customers at counter and drive-through window and answered high volume of phone calls from customers and physicians  
\* Completed and updated patient profiles with correct billing, insurance and prescription information  
\* Contacted physician offices via phone and fax to obtain prescription refill authorizations

**Supervisor**: Chris ((407) 299-8020)  
**Okay to contact this Supervisor:**Yes

**Education:**

**Walden Universtiy** Minneapolis, MN  United States  
Master's Degree 02/2016  
**GPA:**3.4 of a maximum 4.0  
**Major:**Public Health  
**Relevant Coursework, Licenses and Certifications:**  
Program Planning, Implementation, and Evaluation  
Global Perspectives on Health  
Public Health Policy, Politics and Progress  
Epidemiology: Decoding the Science of Public Health  
SPSS Revealed  
Public Health Core Competencies,   
Ten Essential Services of Public Health   
Cultural Competence for the Public Health Professional  
PRISM   
ESSENCE  
Merlin  
People First

**Life University** Marietta, GA  United States  
Doctorate 12/2009  
**GPA:**3.0 of a maximum 4.0  
**Major:**Chiropractic  
**Relevant Coursework, Licenses and Certifications:**  
Public and Environmental Health  
Advanced Wellness and Ergonomics  
Toxicology and Substance Abuse  
Clinical Psychology  
Practice Management I: Introduction to Practice Management  
Emergency Procedures  
Wellness, Movement Assessments, and Conditioning  
Immunology and Disease Patterns  
Bacteriology and Virology  
Visceral Gross Anatomy  
Lifestyles for Health: An Introduction to Wellness  
Health Care Terminology  
Rights and Responsibilities

**Florida State University** Tallahassee, FL  United States  
Bachelor's Degree 12/2000  
  
**Major:**Human Services

**Job Related Training:**

Core Competencies and Ten Essential Services of Public Health  
Certified trained in FDOH Customer Focus  
Equal Opportunity Awareness  
Health Equity and Social Justice 101  
Public Health Preparedness  
Sexual Harassment Awareness  
Violence Free Workplace  
Workplace Safety   
Information Security and Privacy Awareness

**Affiliations:**

American Red Cross - Volunteer  
Big Bend Cares - Volunteer  
Alpha Kappa Alpha Sorority, Incorporated - Member

Women By Choice