

Ashley Jennings

Dimock, PA 18816

ASHLEEMARIE1985@OUTLOOK.COM - 570-862-4469

Experienced Hospital Staff, Professional, Hard worker, Loyal, Dependable, Team Player, Ability to Multitask, Takes Directions Well

Willing to relocate to: Scranton, PA - Vestal, NY - Johnson City, NY

Authorized to work in the US for any employer

WORK EXPERIENCE

Childcare Provider

Child Care Taker - Montrose, PA -

2013-05 - Present

- * Made meals for the children
- * Make sure that they play in a safe and fun place
- * Comes up with fun games and activities for the kids to learn and grow
- * Do put children down for bed time and provide meals

Receptionist

The Daily Review - Montrose, PA -

2017-10 - 2018-02

- data entry
- make phone calls
- filing

Unit Secretary

Moses Taylor Hospital - Scranton, PA -

2015-03 - 2017-01

- * Works in Labor/Deliver, Mother/Baby and NICU Units
- * Put in physician's orders using Soarian and Cerner Computer system
- * Put patient charts together
- * Change baby names, move rooms, discharger, and change physician's names in HMS
- * Answer phones, open doors and help patients and visitors with any questions that they may have
- * Help nurses with anything that they need to keep the work flow steady
- * Page physicians, put in consults for the nurses

Biomedical Technician

Biotest Plasma Center - Dickson City, PA -

2012-09 - 2013-04

- * Provided information to potential donors
- * Conducted donor screening
- * Performed blood-sample testing
- * Scheduled appointments over the phone or in the center
- * Performed data entry into a donor database
- * Provided general maintenance duties
- * Performed financial transactions

Cast Member

Merchandise - Orlando, FL -

2009-06 - 2010-01

References

References will be provided upon request

Internship

Walt Disney World College Program - Orlando, FL -

2006-02 - 2006-08

EDUCATION

Bachelor's in Communication

Keystone College - La Plume, PA

2003-09 - 2009-05

SKILLS

Customer Service, Data Entry