

Jeanne Lewis

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Summary

Talented and team leader offering 6 years of success in Nursing Home environments. Strategic thinker with proficiency. Offers proven ability to build effective teams. Committed to identifying and leveraging opportunities for growth. Certified in CNA. Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.

Skills

Materials transport
Product organization
Stockroom procedures
Loss prevention
Report creation
Freight operations
Dependable and reliable
Adaptive team player
Supervision
Relationship development

Team management
Communications
MS Office
Problem resolution
Organization
Customer service
Project organization
Inventory management
Planning and coordination

Experience

August 2015 to Current
Genesis HealthCare Cape May Court House, NJ
Medical Supply Clerk

Received orders via phone, mail, fax and internet daily.
Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.
Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
Rotated goods in inventory by following "first in, first out" approach to keep shelves organized and well-stocked.
Demonstrated great teamwork skills with staff members involved in production and transport.
Received deliveries, scanned packages and updated orders in internal database to enable efficient order processing and fulfillment.
Organized storage of articles in bins, floor, shelves and assigned areas according

to product categories.

Managed vendor relationships to support supply chain and maintain product quality.
Bent, lifted, opened, and moved supplies products weighing up to 50 pounds.
Maintained accurate order and shipment forms and inventory documentation to facilitate timely materials.

Kept detailed records of stock inventory in Microsoft word, diligently managing order availability and record accuracy.

Conveyed subject matter expertise on inventory levels and processes to internal and external customers to meet diverse requirements and smooth processes.

Communicated effectively with members of public in often crowded and noisy environments.

Examined packages and goods for damage and notified vendors of specific issues requiring replacement.

Designed organization system for DSSI items in warehouse, streamlining package storing procedures to decrease downtime.

Continuously moved and unpacked over 50 pounds of packages, maintaining efficiency and accuracy for long shifts.

Inspected, maintained

Replenished inventory with focus on addressing customer needs.

Considered individual product requirements and accessibility needs to maximize efficiency of warehouse storage areas.

Navigated powered lift trucks safely to move items throughout warehouse and reduce injury risk.

January 2015 to Current

Dr Allan B Martin Salem , NJ

Medical Assistant

Conducted patient interviews to gather health history, vital signs and information about current medical issues.

Evaluated and reported current equipment inventory to appropriate sources.

Completed and submitted clinical documentation in accordance with agency guidelines.

Removed strip printout from equipment to obtain permanent record of internal examination.

Interviewed patients to verify information, record medical history and confirm purpose of visit.

Maintained clean and organized work area with adequate supplies and reagents.

Carefully prepared, reviewed and submitted patient statements.

Prepared, stained, cover slipped and catalogued cytology specimens.

Cleaned and disinfected chairs and equipment according to facility policy.

Performed front desk duties, including answering phones, scheduling appointments, greeting patients and ordering supplies.

Recorded patient histories and filed supporting clinical data and diagnosis.

Scheduled surgeries by making arrangements with surgical center and verifying times with patients, preparing charts, pre-admission and consent forms.

Performed, validated and reported laboratory tests for prognosis, diagnosis, treatment and research.

Kept facility stocked with necessary supplies, equipment and instruments.

Prepared treatment rooms for patients, including cleaning surfaces and restocking supplies.

Sterilized medical instruments as needed.

Scheduled appointments for patients via phone and in person.

Experienced in front and back offices, controlling patient flow, collecting payments and assisting in delivery of quality healthcare.

Assisted with technical treatments and entered information in patient records and charts.

Performed routine tests such as urine dip stick, vision and hearing tests.

Answered appointment calls.

Cleaned, restocked and prepared exam rooms and medical equipment.
Checked patients in, collected and verified insurance information, compiled new patient forms, scheduled appointments and updated patient files.

January 2003 to Current
Genesis HealthCare Cape May, NJ
CNA

Responded to patient alarms and needs-assessment requests to identify course of treatment.
Promoted patient satisfaction by assisting with daily living needs such as bathing, dressing, toileting and exercising.
Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.
Examined and addressed lacerations, contusions and other physical symptoms in need of further attention.
Volunteered to work additional shifts and overtime during busy periods to maintain proper staffing and floor coverage.
Collaborated with interdisciplinary healthcare teams to provide high-quality patient care.
Managed and maintained patient rooms, shared-living areas and nursing stations.
Exhibited compassionate care and communication regarding issues surrounding death and dying.
Documented patient intake and dietary requirements and assisted with feeding.
Documented information in patient charts and communicated status updates to interdisciplinary care team.
Supported diagnostic and treatment procedures, including setting up and operating specialized medical equipment.
Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.
Cleaned and sanitized rooms and equipment using aseptic technique to prevent infection and cross-contamination.
Collected biological specimens and packaged for laboratory transport to complete important diagnostic tests.
Facilitated activities of daily living, including personal hygiene management, feeding and ambulation.

Education and Training

June 1999 Wildwood High School Wildwood, NJ
High School Diploma