

Kira Brazee
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Summary

- Ability to Multitask, highly organized and detailed oriented. Strong interpersonal skills and ability to work well with members of a team.

Experience

JCPenny Warehouse Reno

April 2022 – June 2022

- Promoted to Sign out.
- Job details include obtaining online order tickets for the day. Separating all tickets to go to appropriate associate/ order filler. Assisted managers with re directing labor to account for call outs in order to still hit productivity and order fulfillment goals. Followed the SOP for putting miscellaneous and returns in appropriate bin locations. Returned damaged items to the return's department location to be re-processed.

JCPenny Warehouse Reno

March 2022 – April 2022

- Order filler. Fulfilled client online orders. Worked independently and in collaboration with other associates. Maintaining a clean and safe working environment by managing trash, sweeping aisles and other cleaning processes. Followed SOP for sorting and putting away returns into appropriate bin locations.

Sierra Nevada Specialty Care

February 2021 – March 2022

- Responsibilities include but not limited to rooming patients, obtaining vitals and past medical history. Obtained prior authorization for medication. Helped Educate patients on kidney disease. Phlebotomy

Halifax Health family and sports medicine.

August 2020 – December 2020

- ❖ Moved due to spouse's promotional transfer.
- Responsibilities include but not limited to rooming patients, obtaining vitals and past medical history. Obtained prior authorization for medication and referrals. Assisted provided with in office procedures.

Advent Health, New Smyrna

April 2018 – June 2020

- Responsibilities include but not limited to obtaining patient's vitals, as well as past medical history. Obtained prior authorizations for surgeries as well as schedule surgeries via OR scheduling. Assisted provider with in office procedures and ultrasounds. Assisted with drain removal for breast cancers.

