

**Medina Segars**  
**110 Old Trial Road, Greenville, SC 29607**  
**864-350-2673**

**PROFILE:**

- Demonstrated aptitude for developing new skills with strong analytical skills.
- Readily rapport with customers, co-workers and the public.
- Possess special sensitivity to meeting diverse needs in varied situations.
- Proven record of reliability and responsibility.
- Recognized for teaching and coaching abilities.
- Resourceful in completing projects; ability to multi-task effectively.
- Dedicated individual; reputation for consistently going beyond what is required.

**EXPERIENCE:**

**Greenville Hospital System, Greenville, SC**

**2011-2013**

*Material Specialist / Equipment Tracking*

- Responsible for requisitions, billing/data entry, tracking, inspections, pulling, filling orders, and delivery of medical equipment, medical supplies-materials, and the inspection & stocking of Crash Carts to all hospital units while providing a close concentration to areas in Nicu, Peds, Pacu, CVICU, CCU, ICU and ER. Solely responsible for the stocking and inventory during assigned shift schedule of approximately two floors/10 units per shift of the oxygen tanks. Inventory control and stocking of the doctors, and surgical team's scrub x machines. Chosen by management to act as the fill in for the material specialist / Cardiac Cath Lab during her absents.

**Lockheed Martin Aircraft & Logistics Center, Greenville, SC**

**12/2007- 07/2008**

*Production Support Assembler/Sealant Assembler & Fuel Tank Monitor*

- Apply Acetone, Primer (PR-148), 8802 Sealant over newly installed fasteners located in the fuel tanks. Assignment P-3.
- Monitors gas levels, toxic levels, and oxygen levels during mechanical procedures performed.

**Home Healthcare Provider, Greenville, SC**

**04/2007-12/2007**

- Provided home healthcare for my mother who had multiple surgeries, which included administering medications, showering, dressing, tracheotomy, and wound care.

**Greenville County Department of Public Safety, Greenville, SC**

**1994-2007**

*Medical Clinic - Administrative Support Specialist /Data Entry Clerk – part time*

*2006-2007*

- Responsible for the investigation and withdrawal of fees from the patient's account for medical services provided and explanations of these fees upon request through the grievance process.
- Filed active and inactive patient medical records for department.

- Ensured and accurately entered the medical clinic's medical patient documentation into the AS400 systems
- Assist staff with providing resolution to incoming customer calls and complaints.

**Greenville County Department of Public Safety, Greenville, S C**

*Medical Clinic - Office Manager*

*2006-2007*

Supervised and provided direction to the Medical Clinic Administrative Support Specialist employees.

- Calculated support specialist and nursing staff time cards and schedules. Coordinate and assume responsibility for the weekly tracking of the department production and submitting reports to the administrator.
- Ensured and accurately entered the medical clinic's patient documentation into the AS400 systems.
- Responsible for the investigation and withdrawal of fees from the patient's account for medical services provided and explanations of these fees upon request through the grievance process.
- Maintained certification as detention officer and provided security services to Mental Health, MD, Dental, and Radiology departments and staff.

**Greenville County Department of Public Safety, Greenville, S C**

*Medical Clinic – Administrative Support Specialist /Data Entry Clerk /Security*

*1997-2005*

- Responsible for the investigation and withdrawal of fees from the patient's account for medical services provided and explanations of these fees upon request through the grievance process.
- Ensured and accurately entered the medical clinic's medical patient documentation into the AS400 systems.
- Filed active and inactive patient medical records for the department.
- Assist staff with providing resolution to incoming customer calls and complaints.
- Fulfilled the temporary role of Pharmacy Tech (6 months).
- Fulfilled the role of Nursing Assistant, which consist of PRN medication delivery and proper MAR documentation. (3 years).
- Responsible for weekly emergency equipment inventory, reports and control.
- Maintained certification as detention officer and provided security services to Mental Health, MD, Dental, and Radiology departments and staff.

**Greenville County Department of Public Safety, Greenville, S C**

*Booking Corporal Officer /Security*

*1995-1997*

Oversaw the booking department operations and supervised search officers and inmates during the complete booking process. Work closely with judges and other outside arresting agencies. Calculate time-served and release dates for the inmate population. Answer customer calls and complaints and provide resolutions.

**Greenville County Department of Public Safety, Greenville, SC**

*Detention Security Officer / Search Officer / Transport Officer*

*1994-1995*

- Transported inmates to, from medical appointments and the emergency room by car.
- Provide security among the inmates along with coordinating, monitoring, and supervising their daily activities.
- Accept custody of new arrest, performed pat down searches, strip searches, and completed the booking process procedures.
- Performed dual roles as Officer and Administrative Support to the Mental Health Department, Radiology Department, Dental Department, and Medical Department.
- Monitored and documented inmate's activity in general population, high risk, and work release units. Monitored and documented medical patient inmate's activity in infirmary, and isolation units.
- Sort, examine, and deliver all incoming mail and outgoing mail.

**Education:**

**Greenville Technical College, Greenville, SC (part-time)** **2009 - 2013**  
 Associates in Science

**Advanced Nursing Institute** **2009**  
 Certified Nurse Aide

**Greenville Technical College, Greenville, SC (3 Month course)** **2008**  
 Manufacturing Production Technician (MSSC) Certified Production Technician (CPT)

**South Carolina Criminal Justice Academy** **1994**  
 Detention Officer

**Wade Hampton High School, Greenville, SC** **1979**  
 Graduate

**Certifications:**

CNA, First Aide, CPR, AED, Notary Public of SC., Manufacturing Production Technician (MSSC) Certified Production Technician (CPT)

**Additional Training:**

Preventing Workplace Violence, Information Protection, Bio Hazard, Management & Supervision, Time Management, Budget Management, Sexual Harassment, Interpersonal Communications, HIPAA. Radio Communications.

**Computer Skills:**

Proficient in the use of MS Word, Excel, Access, PowerPoint, Outlook.

**Activities and Awards:**

Greenville Memorial Hospital –Stellar Star Award – May 2011  
 Greenville County Detention Employee of the Month - November 2004  
 Greenville County Detention Employee of the Month - November 2001  
 Law Enforcement Olympics 1995 & 1996 1<sup>st</sup> place  
 Prime Mover Award - Outstanding Service to Greenville County Government - June 1995