

Michael Poole
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CAREER OBJECTIVE

Administrative Assistant Seeking a position where I can become established as a new team member after 10 years of military service in the army in the field of Medical Operations. Possess impeccable written and verbal communication skills and excellent interpersonal skills.

CORE COMPETENCIES

Leadership
Strong work ethic
Training Development/Instructor
Emergency Preparedness Response

PROFESSIONAL EXPERIENCE

U.S. ARMY, EL PASO, TX

Pediatric Clinical Managing Director, Mar 2018 present

Provided comprehensive medical care for children, including yearly physicals, sports physicals, immunizations and growth monitoring.

Partnered with vendors and suppliers to effectively manage and budget for over \$2.1M in inventory.

Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid patients.

Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.

U.S. ARMY, FORT CAMPBELL, KY

Company Medical Director, Jul 2017 Mar 2018

Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed.

Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.

Develop and maintain relationships with community referral sources, such as schools and community groups.

Analyze information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.

Counsel clients or patients, individually or in-group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.

U.S. ARMY, FORT CAMPBELL, KY

Medical Training Development Primary Instructor, Dec 2014 Jul 2017

Confer with clients to discuss their options and goals so that training programs and plans for accessing needed services can be developed.

Prepare and maintain records and training files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.

Develop and maintain relationships with community emergency resources, such as National Guard, Fire, EMS and community police groups.

Analyze information from training programs, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.

Trained clients or organizations, individually or in-group sessions, to assist in overcoming dependencies, adjusting to emergency management scenarios, or making operational changes.

U.S. ARMY, FORT CARSON, CO

Ambulance Aide/Trauma Specialist, Sep 2007 Dec 2014

Confer with clients to discuss their options and goals so that training programs and plans for accessing needed services can be developed.

Prepare and maintain records and training files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.

Develop and maintain relationships with community emergency resources, such as National Guard, Fire, EMS and community police groups.

Analyze information from training programs, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.

Trained clients or organizations, individually or in-group sessions, to assist in overcoming dependencies, adjusting to emergency management scenarios, or making

operational changes.

EDUCATION

Marion High School, Marion, IL
Home school diploma , May 2003

Army School of Combat Medicine, Sam Huston, TX Sep 2007

NREMT

Firefighter II

Hazmat awareness

ADDITIONAL SKILLS

Proficient in Microsoft Office

Six Sigma Blackbelt

Proficient in Excel