

WORK EXPERIENCE

- Self-Employed, Jacksonville, FL** 09/2019-Current
Freelance Writer
- Technical writer with medical expertise; International client base; Peer-reviewed research; Medical paper writing & rewording; Grant writing; User manuals; Policy Development; Procedure manuals; Familiar with Zepplin for project development; Most clients have been repeat customers
- IPS, Jacksonville, FL** 06/2012-Current
Director of Operations
- Manage 4 different sites; HR functions; Troubleshoot & redesign processes; Scheduling; Quality assurance; Project management; Site customer satisfaction; Onsite Clinic Manager at a local Fortune 500 Manufacturer; Responsible for medical care and injuries of 580 employees; Perform job analysis for all office & manufacturer workers; Perform ergonomic assessments; recommend ergonomic corrections; Work towards reduction in injury occurrence; Implement & maintain injury prevention programs; Maintain medical records via custom data entry; Perform functional & cognitive assessments for city transportation contract; Review submissions of work from employees; IT Support; Web Design & Maintenance; Social Media Manager
- Healthletix Management, Jacksonville, FL** 05/2016-01/2020
Owner
- Oversaw daily operations; Successfully created positive cash flow & eliminated wasteful spending; Marketing; Wrote & won grant for Diabetes Prevention Program; Analyzed service performance & financial reports; Managed company finances; Implemented county fire department fitness training program including IT, biometric testing, marketing, & program quality
- The HIT Center of Jacksonville, Jacksonville, FL** 05/2016-05/2018
Owner
- Organized & managed company operating system; Processed regular performance & financial reports to monitor company progress & direction; Managed 7 employees & new-hire training; Managed product inventory; Created 4 preventative medicine programs; Developed & maintained Diabetes Prevention & Diabetes 180° Programs including program design, & ensuring member success & satisfaction
- Brooks Rehabilitation, Jacksonville, FL** 10/2010-03/2013
Athletic Trainer/Office Manager
- Initiated the development & maintained a program of athletic trainers to provide medical coverage for the athletic community; carried out rehabilitation instruction for patients with upper/lower extremity, back, & neck injuries; provided coverage for high school & local athletic events to evaluate, treat & prevent injuries; documented injury evaluations via online database; completed office manager tasks: scheduling, patient communication, & organized patient files; performed closing duties which involved balancing funds

EDUCATION

- University of Central Florida, Orlando, FL** 01/2008-05/2010
M.S., Health Services Administration, CAHME Accredited Program
- Honors: Deans List (>3.5 GPA)-Summer 2008; Spring 2009-Spring 2010
- University of North Florida, Jacksonville, FL** 08/2003-05/2007
B.S., Athletic Training, CAATE Accredited Program
- *Graduated Cum Laude*

PROJECT EXPERIENCE

- Grant Proposal Award for Diabetes Prevention Program-FL Dept of Health & CDC** 09/2018
Develop and Direct Division of Medical Programs-HIT Center of Jacksonville 01/2017
Develop Diabetes Prevention Program-Healthletix 10/2016
Integrate New Electronic Database for 250+ Member Fitness Facility-HIT Center of Jax 08/2016
Create Virtual Training Materials-Injury Prevention Specialists 12/2015
Plant Wide Strengthening Routine-580 employees at a Fortune 500 Manufacturer 10/2015

Plant Wide Proactive Ergonomic Assessments -580 employees at a Fortune 500 Manufacturer	05/2015
Plant Wide Pre-Shift Stretch Routine -580 employees at a Fortune 500 Manufacturer	06/2014
Corporate Social Media Management -Facebook, Twitter, LinkedIn, YouTube, Instagram	10/2013
Policy and Procedure Manual -Injury Prevention Specialists Manufacturer Onsite Clinic	10/2013
Strategic Business Plan -Medco Health Solutions, Inc.	04/2010
Case Analysis -H.R. 3962 and H.R. 3590, House and Senate Health Care Reform Bills	03/2010
Case Analysis -H.R. 3200: America's Affordable Health Choices Act of 2009	11/2009
Activation Plan for Surgery, Lab, & Mental Health Departments -VA Medical Center	07/2009
Strategic Business Plan Consultation -Sport Specific Training and Rehabilitation	11/2008
Health Care Human Resources Evaluation Consultation -Centra Care	11/2008
Health Care Marketing Benchmark Evaluation -All Saints Surgery Center	04/2008
Policy and Procedure Manual and Medical Facility Design -Fictitious Facility	12/2006

INTERNSHIPS

Veterans Affairs Medical Center, Orlando, FL	05/2009-07/2009
Activation Planning for Orlando VAMC	
• Worked with medical professionals and staff members to organize, prioritize, and develop a layout for each individual room in the surgery, laboratory, and mental health departments which included medical equipment, furniture, and supplies to assist in the development of a new hospital	
University of North Florida, Jacksonville, FL	08/2005-04/2007
Athletic Training Student Clinical Rotations	
• Football at Jacksonville University, Softball and Women's Basketball at UNF	

CERTIFICATIONS AND LICENSES

BLS & Heartsaver CPR Instructor -American Heart Association	07/2018
Master Trainer Select -DTTAC	03/2018
Lifestyle Coach -Solera Health, Inc.	09/2016
Certified Ergonomics Assessment Specialist Level 2 -The Atlanta Back School	02/2015
Certified Ergonomics Assessment Specialist Level 1 -The Atlanta Back School	09/2013
Drug Testing Collector and Validator -National Center for Drug Free Sports, Inc.	08/2009
Approved Clinical Instructor -NATA Education Council	08/2008
Board Certified Athletic Trainer -NATA Board of Certification	09/2007
Licensed Athletic Trainer -Florida Department of Health	09/2007
FA/CPR/AED for the Professional Rescuer -American Heart Association	11/2004

MEMBERSHIPS

Mensa	09/2019-Current
Jacksonville Sports Medicine Program	08/2009-Current
American College of Healthcare Executives	06/2009-12/2011
Health Services Administration Student Association at UCF	04/2009-05/2010
Delta Epsilon Iota (>3.3 GPA)-Academic Honor Society at UCF	04/2009-05/2010
Upsilon Phi Delta (>3.5 GPA)-Healthcare Leadership Honor Society at UCF	09/2008-05/2010
• Founding Member	
National Athletic Trainers' Association	01/2006-Current
Southeast Athletic Trainers' Association	01/2006-Current
The Athletic Trainers' Association of Florida	01/2006-Current
University of North Florida Athletic Training Students' Association	08/2005-04/2007
• Treasurer: 04/2006-04/2007	

DIGITAL SKILLS

Academic Search Database; Microsoft Office: Word, Excel, PowerPoint, Outlook; Adobe Acrobat Pro; Website design and management; WordPress; GoDaddy; Software Integration and Development; Zeplin; Social Media Management using Hootsuite, Facebook, LinkedIn, Twitter, YouTube, Instagram