

# Jane Doe

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## Skills

- Administrative Skills
- Teamwork Skills
- Nonverbal Communication Skills
- Customer Service Skills
- Problem-Solving Skills
- Microsoft Suite
- Critical Thinking
- Leadership Experience
- Filing and Data Entry
- Excellent Interpersonal Skills

## Education

**University of Baltimore,** Baltimore, MD  
**Bachelor of Science,** Forensic Studies 5/2024

**Howard Community College,** Columbia, MD  
**Associate of Arts,** Criminal Justice 5/2021

## Work Experience

**CrownHills Enterprises, Inc** 01/2022 - Present  
Nursing Assistant Nottingham, MD

- Work with students with disabilities in order to directly support their success.
- Demonstrate ability to adapt to each student's special medical, physical, communicative, and emotional needs.
- Assist assigned students or small groups in developing motor skills by conducting instructional exercises assigned by their teacher.
- Inform teacher of challenges being faced by assigned students.
- Participate in professional development programs, faculty meetings, and special events.
- Maintain confidentiality in all instances working with students or documentation.

**Lash Group, AmerisourceBergen** 10/2016 to 2/2017  
Benefits Verification Specialist Rockville, MD

- Analyzed health insurance policies for the drug Orendia to determine reimbursement eligibility and patient coverage.
- Coordinated with inter-departmental associates to obtain appropriate medical records as they relate to the reimbursement process.

- Administered and adjusted insurance policy medication coverage as required.
- Verified insurance benefits for commercial, Medicare and Medicaid payers via phone and online.
- Assisted in both day-to-day and special projects.
- Confirmed that primary and secondary payers followed all HIPAA requirements.

**Lorien Elkridge,**  
Nursing Assistant

03/2014 to 10/2016  
Elkridge, MD

- Provided patients with support by utilizing resources and materials, transporting patients, answering patients' call lights and requests, and reporting observations of the patient to the nursing supervisor.
- Documented actions by completing forms, reports, logs, and records and uploading them into the online database.

**Training/ Certifications**

CPR Certified, American Heart Association	3/2014
First Aid	3/2014
Certified Nursing License, Maryland Board of Nursing (CNA, GNA)	3/2014