**JENNIFER ENRIQUEZ**

**Relocated to Washington**

**210-882-8203**

enriquez.jennifer@gmail.com

**HIGHLIGHTS OF QUALIFICATIONS:**

3+ years of experience within an office and hospital setting.

 Working knowledge of MS applications, Google Apps, and standard office equipment

Excellent organizational and time management skills

Ability to exercise flexibility, initiative, good judgment, and discretion

Self-motivated and confident in making independent decisions along with working as a team

A quick study and motivated in learning and comprehending new systems and methods

**EDUCATION:** B.A. Humanities with a concentration in Cultural Studies- Excelsior College. Albany, N.Y.2018

**RELEVANT EXPERIENCE:**

Office Specialist

Analyzed, and interpreted Veteran medical records for claims.

Assisted the Program Director in all operational responsibilities

Maintained effective document, file, and record retrieval systems.

Clinical Assistant II

Obtained vital signs and report findings in physical, mental, emotional conditions to nursing staff.

Reinforced patient health plans, provided by the registered nurse and physicians.

Performed clerical duties that may include but are not limited to: entering orders, messages and retrieving information from all appropriate computer systems.

Medical Specialist

Certified in Emergency Medical Technician-Basic, Cardio Pulmonary Resuscitation, and Pre-hospital Trauma Life Support.

Conducted care for home unit in Manhattan Beach, California.

Served four months in Kaiserslautern, Germany medical clinic performing a variety of medical support tasks for active and returning soldiers.

Intelligence, Journal Clerk

Prepared briefings and situation awareness reports for the Commander’s Critical Information Requirements (CCIR).

Collected and analyzed activity of military operations.

Monitored classified and time-sensitive information while creating maps to be analyzed by high-level officials.

**EMPLOYMENT HISTORY:**

2014-2015 Office Specialist/Records analyst Travis County Veteran Service, Austin, TX.

2012-2014 Clinical Assistant II Seton Family of Hospitals, San Antonio, TX.

2000-2008 Massage Therapist Self Employed, Los Angeles, CA.

2000-2007 Medical Specialist/Intelligence U.S. Army/National Guard, Manhattan Beach, CA.