

ELLIE O. RESUME

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EDUCATION

The University of Rhode Island, Kingston, RI

May 2018

Bachelor of Science: Health Studies

Concentration: Health Promotion

RELEVANT CERTIFICATIONS

CPR Certified, *American Safety & Health Institute*, expires: 06/13/2018

RELEVANT EXPERIENCE

Rhode Island Department of Health, Providence, RI

January 2018 – Present

Emergency Medical Services for Children (EMSC) Intern

- Assist my supervisor in exploring pediatric skills competency of EMS providers in Rhode Island
- Collect survey data to identify Pediatric Emergency Care Coordinators (PECC) within each EMS agency in Rhode Island to verify that agencies are following protocol and state regulations

West Bay Residential Services, Cranston, RI

May 2016 – Present

Direct Support Professional

- Work with individuals with intellectual and developmental disabilities to encourage positive attitudes and behaviors
- Assist individuals with their daily personal needs by administering medications/treatments

Rhode Island Hospital, Providence, RI

July 2017 – August 2017

Emergency Department Volunteer

- Worked with the Family Assistants on schedule by assisting the visitors to the patient's rooms in the Emergency Department

Stop & Shop, Cranston, RI

June 2015 – January 2016

Cashier

- Operated cash register and provided customer service by answering customer's questions
- Assisted coworkers by packing customer's groceries in bags

Rhode Island Hospital, Providence, RI

October 2013 – May 2014

Recovery Room and Cancer Center Intern

- Helped staff with transporting patients and other duties as needed
- Offered patients "comfort items" (i.e., books, blankets) and stocked supplies

LEADERSHIP EXPERIENCE & MEMBERSHIPS

DIVE (Diversifying Individuals Via Education) Conference, Kingston, RI

Logistics Committee

Fall 2017 – Present

- Manage a conference attended by 400 people
- Coordinate event logistics such as location, food and beverage orders, and applications for presenters and volunteers
- Facilitate new schedule, room confirmation, and adapt schedule as needed

PROFESSIONAL SKILLS

Language Skills: Fluent in Spanish and English (written and oral)

Computer Skills: Proficient in Microsoft Office (Word, PowerPoint); Social Media (Facebook, Instagram, Twitter)