

RESUMEDS

8888 ALVARADO STREET, LOS ANGELES, CALIFORNIA 90026 ▪ 234.567.8888 ▪ CONTACT@RESUMEDS.COM

EMERGENCY TRANSPORTATION PLANNING COORDINATOR | EMERGENCY MANAGEMENT COORDINATOR - HEALTHCARE

Dedicated, compassionate, and focused professional with strong academic foundation in emergency management, complemented with safety- and health-focused career in the military. Possess impeccable work ethic, organizational skills, and versatility to quickly adapt to diverse working environments. Exhibit a naturally personable and team player attitude, capable of performing with highly proficient teams of professionals. Demonstrate articulate verbal and written communication proficiencies, along with effectiveness in interfacing with diverse individuals. **Equipped with a Federal Security Clearance.** *Core strengths include:*

*Business Continuity Planning and Disaster Recovery ~ Disaster Planning and Control ~ Joint Commission
Emergency Communications ~ Risk Analysis and Hazard Mitigation ~ Team Leadership*

□ RELEVANT EXPERIENCE

UNITED STATES ARMY ▪ VARIOUS LOCATIONS (2006–PRESENT)

Battalion Senior Medic and Platoon Sergeant

2013–Present

ResuMeds, Los Angeles, CA, USA

- Actively engage in providing all aspects of emergency, resuscitative, and primary medical care to support more than 840 paratroopers
- Provide strategic leadership to 47 combat medics in battalion aid station, evacuation platoon, and platoon medics
- Develop, organize, and facilitate training for assigned medics and paratroopers to maintain mission readiness
- Facilitate medical operations planning, including training for 47 medics
- Coordinate medical and evacuation coverage for all airborne operations, including ascertaining all personnel are sufficiently trained and equipped with the necessary medical supplies
- Interface with local emergency response personnel for patient exchange
- Participate in writing and implementing the Force Health Protection Plan for the battalion
- **Served as advisor to the International Security Assistance Force (ISAF) Command to assess and implement enhancements to medical operations and casualty care across the Kabul Base Cluster**

Platoon Sergeant

2010–2013

ResuMeds, Los Angeles, CA, USA

- Collaborated with nurse case managers in managing travel to medical appointments and pay issues, as well as in providing counseling and guidance to soldiers
- Maintained active communication between the nurse case manager and soldiers while participating in the development and implementation of transition plans to ensure the successful military-to-civilian transition
- Took charge of ensuring the safety, health, and morale of up to 10 soldiers during the transition to medical treatment and rehabilitation status
- **Functioned as the local subject matter expert for the Automated Comprehensive Transition Plan (aCTP), including quality assurance, data management and extraction, and training and support**
- **Secured safety and accountability of more than 50 soldiers wounded during Operation Enduring Freedom, Operation Iraqi Freedom, and Operation New Dawn**

Team Leader | Health Care Sergeant

2009–2010

ResuMeds, Los Angeles, CA, USA

- Efficiently handled all supplies, medications, and medical equipment valued at \$300K
- Rendered expert oversight to a five Soldier Medic Team, including training, health, and welfare
- Provided emergency and routine medical treatment to both battle and non-battle casualties
- Keenly oversaw field and clinical medical facility operations, including outpatient care and treatment

Healthcare Non-commissioned Officer

2008–2009

ResuMeds, Los Angeles, CA, USA

- Leveraged skills in supporting nurses in providing care for mothers and infants, including blood drawing for babies, diagnostic testing for expecting mothers
- Assumed responsibility in providing direct medical care, including managing admissions, vital signs, supplies and medical equipment, and stabilizing obstetrical patients and newborns
- Communicated with patients and families to inform them of their condition, as well as to resolve their inquiries and concerns
- Worked with the head nurse and the wardmaster in managing all military matters, including counseling and developing incoming junior enlisted soldiers
- Played a contributing role in the management of planning for hospital response
- **Earned distinction for performing as the noncommissioned officer in charge of the Evacuation Team during rotation of the National Training Center (Fort Irwin, CA), thus successfully treating and evacuating 600 patients**

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Emergency Care Sergeant

2006–2008

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- Exemplified skills in conducting initial patient assessment and monitoring through direct guidance of a registered nurse and doctor
- Actively engaged in various functions, including mass casualty planning, coordination, and implementation
- Participated in the development of exercises for evacuation of non-combatant evacuation operations (NEO)
- Supervised emergency exercises and developed after action reports (AAR)
- **Expertly performed medical data entry and review, administered immunizations, and oversaw annual medical supply budget of \$25K**

□ OTHER EXPERIENCE

RESUMEDS ▪ LOS ANGELES, CA

Machine Press Operator

1999–2006

□ EDUCATION AND CREDENTIALS

Master of Science in Sports Psychology, In Progress (Expected Completion Date: Dec 2015)

CALIFORNIA UNIVERSITY OF PENNSYLVANIA ▪ CALIFORNIA, PA (GPA 3.75)

Bachelor of Science in Community and Health Services, With Concentration in Emergency Management

EMPIRE STATE COLLEGE ▪ SARATOGA SPRINGS, NY (GPA 3.68)

Associate of General Studies

CENTRAL TEXAS COLLEGE ▪ KILLEN, TX

**Certified Emergency Medical Technician (EMT)
Field Sanitation Team Certification**

□ PROFESSIONAL TRAINING

- Airborne School
- Basic Combat Training
- Mountain Medic Course
- Advanced Trauma Training
- Basic Life Support (BLS)
- Expert Field Medical Badge
- Senior Leaders Course (SLC)
- Sexual Harassment/Assault Response and Prevention Course (SHARP)
- Unit Prevention Leader (UPL)
- Warrior Leaders Course (WLC)
- Advanced Leaders Course (ALC)
- Health Care Specialist Course
- Warrior Transition Cadre Course
- Combatives Course Level 1 and 2
- Basic Waste Management Workshop

□ PROFESSIONAL AFFILIATIONS

- Medical Health Services
- 82nd Airborne Association
- International Association of Emergency Management
- High Pointers Organization
- National Emergency Management Association

□ AWARDS AND HONORS

- Army Service Ribbon
- Overseas Ribbon (3)
- Iraqi Campaign Medal
- Meritorious Service Medal
- Meritorious Unit Citation
- Army Achievement Medal (5)
- Afghanistan Campaign Medal
- NCO Professional Development Ribbon (3)
- Humanitarian Service Medal
- Army Commendation Medal (2)
- Korean Defense Service Medal
- Active Good Conduct Medal (3)
- Global War on Terrorism Medal
- National Defense Service Medal
- Certificate of Achievement (9)

□ COMMUNITY INVOLVEMENT

Emergency Medical Technician, Indian River Ambulance, Indian River, NY, USA

Emergency Manager, Fort Drum, NY, USA

English Tutor, Seoul, South Korea