

Resume 514

Objective:

Seeking to leverage my technical and academic experiences in a full-time position

Educational Experience:

B.S, Healthcare Informatics W/Distinction 3.8 May 2017

Trocaire College

Buffalo, NY

Program highlights: Project management, Analysis and Reporting on data, Quality Assurance, logical reasoning and decision making, Advanced English and Writing Composition, Quality & Performance Improvement, Management Information Systems, Production Data Standards, Statistical Analysis, Digital Technology and Computer Science, Manufacturing processes. Proficient with standard business software programs including Microsoft Office & Access

Graduate of the Gemological Institute of America, receiving Honors

Jewelry Manufacturing and Arts

1997-1999

Work Experience

Dupont

Process Specialist Relief

1/15/2018

Process Specialist

1/3/2019 – 06/2021

Make up, quality testing, storage and transport of raw and finished materials. Operate, monitor control of process, Identify and correct process variances, keep accurate data records, completed many trainings.

Horizon Health Services

8/ 2015 – 01/2018

Treatment Assistant

- Trouble shooting and Incident reporting, administrative duties
- Problem solving and suggesting program improvements
- Monitor software applications, updates and processing
- Safety Training, CPR training, Software training, Driver test, MED training, Heart Training, works well with team, strong work ethic, learns new task easily, Dependable.

Roswell Park Volunteer

10/ 2015- 2019

2164 Special Projects (A-Team)

Work Experience

Scotts Jewelry (FT)

2002 – 2015

Owner & Operator

Niagara Falls, NY

- Manager- Research & develop new lines of jewelry, Coordinate with Global Diamond dealers to ensure grading & price match market value.
- Consult individually with customers to determine their specific jewelry desires & needs to produce the most desirable outcome within their budget.
- Proven track record of trustworthiness, dependability, reliability & customer satisfaction
- Excellent organizational and communication skills with strong detail orientation

- Analyze daily POS reports to determine areas of improvement, Coordinate workflows to meet scheduling demands
- Human Resource components, including the training, mentoring, and developing employees
- Graduate of the Gemological Institute of America receiving Honors.
- Understanding and following safety practices with a thorough knowledge of Material Safety Data Sheet (MSDS) (SDS) on chemicals and compounds used in shop.
- Coordinate workflows to meet scheduling demands
- Gold, rhodium plating and refinishing to factory specs utilizing electrolysis methodologies
- Refinishing precious metals safely using hazardous chemicals and compounds with PPE