

AMY BROWN

Address: 88888 Chatmoss Court, Midlothian, Virginia 23112

Phone: 888.888.8888 **Email:** resumesample@gmail.com | sample.resume@mail.mil

PUBLIC HEALTH INSTRUCTOR

SOCIAL SECURITY NUMBER: **XXX-XX-XXXX**

CITIZENSHIP: **U.S. CITIZEN**

*Regulatory Compliance | Health Assessment | Public Relations | Process Improvement
Cost Reduction | Problem Resolution and Decision Making | Time Management and Prioritization*

QUALIFICATIONS PROFILE

Highly organized and dedicated professional, with hands-on knowledge in public health as well as extensive experience in medical operations. Equipped with understanding in epidemiology and analysis, disease and injury prevention, and health surveillance. Effective at providing counseling and education to clients on health health-related matters. Technically proficient with Microsoft Office (Excel, Teams, PowerPoint) with typing skills of 55 words per minute. *Currently hold an active Secret Clearance.*

PROFESSIONAL EXPERIENCE

34TH CIVIL SUPPORT TEAM, VIRGINIA NATIONAL GUARD, FORT PICKETT, VA 23824

Medical Operations Officer • Sep 2018–Present

Supervisor: Name

Hours per Week:

Contact No. | Do not contact/May be contacted

Annual Salary: \$

- Function as principal advisor to responders at all levels in field medical operations and evacuation
- Lead staff functions on health services plans, operations, intelligence, security, and training
- Render expert oversight to the unit staff in areas of production, acquisition, storage, and distribution of medical equipment, repair parts, and supplies
- Use exceptional skills in working 30 COVID-19 community based testing as well as perform extensive planning, organization, and execution of more than seven N95 mask fit missions throughout the COVID-19 pandemic
- Serve as the master fitness trainer, responsible for developing, calculating, and carrying out nutrition and fitness plans for team members including specific caloric and macronutrient guidelines for individuals' goals, such as fat loss, strength development, and increased endurance for Army and Air Force physical training tests
- Determine all medical readiness for the Civil Support Team consisting of Army and Air Force personnel, which included vision, hearing, immunizations, profiles, lab work, periodic health assessments, and Occupational Safety and Health Administration (OSHA) physicals associated with several medical records and documentation
- Act as analytical laboratory suite (ALS) operator, assigned to prepare and facilitate the training on 'real world' biological and chemical weapons of mass destruction samples in the laboratory
- Lead the operations of eight different pieces of laboratory equipment for the calculation of real and accurate results, including GCMS (Agilent and Shimadzu), JBAIDS, BioFire, PR2 (ECL), TruDefender, FTIR, and microscope
- Perform keen evaluation and orientation of the Civil Support Team to ensure their safety
- Work as safety officer and officer in charge of N95 mask fittings while ensuring active participation in more than 30 drive thru testing sites as part of the Virginia National Guard COVID-19 Response
- Facilitate educational presentations to individuals and groups to explain the importance of an N95 respirator in the COVID-19 pandemic

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Career Highlights:

- ✓ Attended and completed eight training courses within the first year of tenure which required traveling to various places across the country
- ✓ Played an integral role for the medical section in attaining a 97% passing rate on biennial audit
- ✓ Accomplished all the completed all the analytical PAT rounds given by a third party to test the scientists in the laboratory
- ✓ Achieved the highest grade by assisting with the medical, analytical, and operations section during the TPE

ARMY NATIONAL GUARD, 3300 E DIVISION STREET, EVANSVILLE, IN 47715

1LT Medical Platoon Leader/Battalion Medical Officer • Aug 2015–Present

Supervisor: Name

Hours per Week:

Contact No. | Do not contact/May be contacted

Annual Salary: \$

- Conducted extensive planning of medical operations for 33-drill weekends and three two-week annual trainings for 10 medics and organize plans with the entire 200-person battalion
- Formed and presided over training and 'real-world' medical evacuations through field ambulance throughout the JRTC at Fort Polk, Louisiana
- Created more than 30 medical training plans and logistics in operation orders for over 600 soldiers
- Carried out human resource functions, which include tracking of medical documents, school and training certificates, awards, and personnel duty stations of more than 200 soldiers

ON TARGET HEALTH, 5865 E 71ST STREET, INDIANAPOLIS, IN 46220

Wellness Coach • Jan 2017–Aug 2018

Supervisor: Name

Hours per Week:

Contact No. | Do not contact/May be contacted

Annual Salary: \$

- Executed biweekly one-on-one coaching sessions for more than 100 participants from several companies, which included personalized nutrition coaching for the successful, efficient metabolism, and fat loss for every individual by recommending and monitoring exact calories and macronutrient intake through food journals and food applications on mobile devices
- Administered the logistics operations for each site, which included scheduling and coordination of group meetings, classrooms, and food demonstrations, containing more than 1100 articles of clothing, three calorimeters, three Lean Pix machines, four computers, and four iPads
- Made use of Bod Pod and Lean Pix technologies in calculating the body fat percentage tests on more than 500 clients
- Accurately measured the participants' resting metabolic rate through metabolism testing to compute the consumable target number of calories on every individual daily to enable fatty tissue loss
- Assumed tasks in rendering equipment orientations to ensure participants' understanding of measuring their body fat, metabolism, and A1C labs

Career Highlights:

- ✓ Generated Excel spreadsheets for each corporate site throughout the 16-week programs, including individual and company progression of fat pounds, lean pounds, and blood lipid panel values displaying and interpreting data to showing cost savings from preventing prescription of expensive medications to clients
- ✓ Obtained more than 800 pounds of pure fatty tissue loss from clients through effective coaching

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EDUCATION

Master's Degree in Health Informatics | GPA 4.00/4.00 • In Progress (*Expected Completion:* 2022)
PURDUE UNIVERSITY GLOBAL, INDIANAPOLIS, IN 46240

Bachelor of Science in Applied Exercise and Health | GPA 3.48/4.00 • May 2015
Concentration in Health Exercise Specialist, Minor in Military Science
PURDUE UNIVERSITY, WEST LAFAYETTE, IN 47907

High School Diploma • Month and Year
High School Name, Location

PROFESSIONAL TRAINING

Certifications

Army Master Fitness Trainer, 2020
Health Insurance Portability and Accountability Act (HIPAA) Certified, 2018
Analytical Laboratory Suite Operator, Mar 2019
American Council on Exercise Personal Trainer, 2014 (Expired)

Training Courses

Army Master Fitness Trainer, Fort Hood, TX, 2020
Emerging Threats, Aberdeen Proving Ground, MD, 2020
Unit Prevention Leader, Online Course, 2020
Analytical Laboratory Suite (ALS) Operator Course, Fort Leonard Wood, MO, 2019
ISO/IEC 17025 Training Course, Austin, TX, 2019
Analytical Laboratory Suite (ALS1A1) Operator Course, Aberdeen Proving Ground, MD, 2019
Army Medical Department (AMEDD) Captains Career Course, Fort Sam Houston, TX, 2019
70H Medical Operations Course, Fort Sam Houston, TX, 2019
Hazmat Awareness, Fort Leonard Wood, MO, 2018
Hazmat Operations, Fort Leonard Wood, MO, 2018
Hazmat Technician, Fort Leonard Wood, MO, 2018
Civil Support Skills Course, Fort Leonard Wood, MO, 2018
ICS 100, 200, 700, 800 Certifications, Online, 2018
Army Medical Department (AMEDD) Basic Officer Leaders Course, Fort Sam Houston, TX, 2016
Leadership Training Course (LTC), Fort Knox, KY, 2015
Leadership Development and Assessment Course (LDAC), Fort Knox, KY, 2014

AWARDS

Humanitarian Service Medal (for COVID Missions), 2020
Armed Forces Service Medal (for COVID Missions), 2020
Army Achievement Medal (for COVID Missions), 2020
Disabled Veterans National Foundation Scholarship, 2015
Daughters of the American Revolution ROTC Medal, 2015
Military Excellence Award, 2013
Dean Merit Academic Scholarship, 2011–2015