

Jessica Shields

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Summary

Healthcare Administration professional experienced in medical office management, project management, human resources, strategic market planning, improving business operations and overall organization processes.

Skills

- Daily management of employees and office functions
- Project management
- Interviewing employee prospects
- Payroll and accounting
- Onboarding new hires
- Strong communication abilities
- Writing/Implementing policies and procedures
- Managing LLC creation and accounting information for building additions
- Organizing marketing campaigns in offsite locations, promoting practice and Doctors
- Directing regular building duties for main offices and remote locations
- Consulting and counseling clerical and clinical staff
- HIPAA and OSHA knowledge and understanding
- Enhancing employee relations
- Strategic marketing
- Gathering information and preparing for practice audits
- Organizational skills
- Improving business development
- Task oriented
- Highly proficient in Microsoft Word and Excel

Experience

North Florida Medical Centers
Center Manager
Eastpoint, FL

January 2020 - Present

Dermatology Associates of Tallahassee
Project Manager and HR Assistant
Tallahassee, FL

June 2018 – December 2019

Berkshire Hathaway HomeServices Beach Properties of Florida
Sales Associate/Marketing Specialist
St. George Island, FL

January 2017 – June 2018

Education

Florida State University, College of Law
Juris Master with specialization in Healthcare Regulation
Tallahassee, FL

January 2021 –

Florida State University
Bachelor of Science: Business Administration
Tallahassee, FL

August 2014 – December 2017