



Jackie Abraham

Highly compassionate and ambitious individual with management and leadership experience. I am looking to expand my knowledge within the medical industry as a whole and exceed standards for quality patient care and medicine.

Education

North Park University Chicago, IL

Bachelors of Science

December 2012

- Exercise Science

North Park University Chicago, IL

High School diploma

June 2008

- International Baccalaureate
Certificate Recipient

Proficiencies

- Microsoft Office
- Global Labor Scheduling (GLS)
- Taleo (recruiting system)
- Biotrack
- Editing/Updating product info on Weedmaps & Leafly
- Tri-lingual: Spanish (int.), Assyrian (native), English (native), strong written & verbal

Activities

- Volunteer for Big City Mountaineers 2010-Present
- North Park Varsity Cross Country
- The South Asian Student Association (SASA)
- Habitat for Humanity Spring 2006

Work Experience

New Age Care | Mount Prospect, IL

Agent in Charge / Patient Care Consultant | May 2018 - Current

- Provide excellent service for all patients
- Assess individual patient needs by asking patients questions regarding their medical conditions & symptoms, carefully listening to patient responses, & further clarifying as needed to determine what type of alternative care might support their conditions
- Process sales with accuracy while ensuring adherence to departmental & dispensary compliance to internal, local & state policies
- Continuing education on medical conditions, symptoms, & alternative healing therapies
- Ensure adherence to patient confidentiality guidelines (HIPAA)
- Ensure all documents & resources are readily available to current & perspective patients
- Perform daily inventory in a timely & accurate manner

Starbucks Coffee Co. | Niles, IL

Store Manager | July 2014-March 2018

- Managed full-life cycle recruiting, performance management, payroll, inventory management and customer service
- Oversaw and maintained all financial aspects of a multi-million dollar business
- Ensured company standards are upheld by all employees
- Provided recognition, coaching, guidance & corrective action to employees when necessary

Custom Print Graphics | Niles, IL

Office Manager | August 2011-February 2017

- Organize and schedule meetings and appointments
- Organize office and operations
- Ensure shipments are done in an accurate and timely manner

Buffalo Grove Fitness Center | Buffalo Grove, IL

Fitness Specialist/Personal Trainer | September 2013-August 2016

- Conduct fitness assessments and determine physical condition of participants
- Provide members with a personalized exercise plan
- Provide customized personal training sessions to help improve clients' fitness levels or rehabilitate

Skills



Leadership/Team Building



Customer Service



Hardworker



Communication



Detail Oriented/Time Management



CONTACT



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