

Shelley Stevens

28546

shelleyhall8681@gmail.com

+1 910 340 5954

Work Experience

Health and Safety Covid Compliance Coordinator & Scheduler

Netflix Productions (Florida Man S1) - Wilmington, NC

June 2021 to December 2021

Create scheduling for all cast and crew Covid-19 testing

Monitor Daily Covid-19 Health Screenings

Covid-19 Contact Tracing

Schedule all pre-employment and pre travel testing for cast and crew.

Coordinate and schedule directly with lab and nurses.

Maintain and supply proper PPE

Monitor to assure all Covid-19 protocols are followed for everyone's protection

COVID Tester/Coordinator and Data Collector

Aerotek Scientific - Raleigh, NC

March 2021 to May 2021

PCR Testing for Nite Owl Productions/Netflix Production Office/Set Locations and

Concierge Calls Nasal Swabs

Concierge Testing

Covid-19 Contact Tracing

Create weekly schedule for test cadence

Patient Triage X-Ray/Imaging

(PRN Blood Draws/IV Placement Flu/Mono/Strep Testing Electronic Medical Records

January 2014 to September 2020

Cast/Splinting

Assist with Minor Procedures

Medical Technician/Clinical Lab Scientist

Cygnus Technologies - Southport, NC

December 2014 to May 2018

Diagnostic Testing

Prepare samples for Analysis

Data Reporting

Preparing reagents

Assembling product kits

Assembling and completing documentation for product lots

Maintaining inventory of generic kit components

Monitor use of raw materials

Prepare documents for international shipments for proper Customs clearance

Medical Assistant/Patient Service Representative

Masonboro Urgent Care - Wilmington, NC

August 2010 to August 2010

Medical Assistant/X-Ray Technician

Clayton Urgent Care - Clayton, NC

January 2007 to December 2009

Patient Triage

Phone Triage Insurance Verification

Blood Draws and IV

X-Rays

Splinting

IM Injections

Sub Q Injections

Education

Bachelor's in Psychology

Saint Leo University - Tampa, FL

Associates in Construction Management

San Joaquin Valley College - Visalia, CA

Associates in Medical Assistant-AAMA

San Joaquin Valley College - Visalia, CA

Skills

- Construction Management
- Experience Administering Injections
- Medical Imaging
- Medical Records
- Patient Care
- Phlebotomy
- Triage
- Vital Signs
- Insurance Verification
- Venipuncture
- Quality Assurance
- Laboratory Experience
- Medical Scheduling
- Hospital Experience
- Medical Terminology
- Medical Coding

- Microsoft Project
- Anatomy Knowledge
- Medication Administration
- Medical Office Experience
- HIPAA
- Microsoft Office
- Computer Operation
- EMR Systems (Athena Health, Epic, Allscripts, eClinicalWorks)
- ICD-10
- CPT
- EMR systems
- Quality control
- Data collection

Certifications and Licenses

BLS Certification