

# Alicia F

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## SUMMARY

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*Experienced health educator who is compassionate, dependable, hardworking, and client focused.*

*Proven ability to efficiently plan, execute and manage multiple assignments, and a proactive problem-solver who gets the job done.*

## QUALIFICATIONS

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- Documentation
- Listening
- Communication
- Problem Solving
- Time Management
- Team Oriented
- Self-Starter
- Dependability
- Educator

## EDUCATION

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**Health Education, M.S.E**  
University of Kansas,  
Lawrence, KS

**Exercise Science, B.S.E**  
University of Kansas,  
Lawrence, KS

**Esthetician, Licensed**  
Johnson County Community College,  
Overland Park, KS

## PROFESSIONAL EXPERIENCE

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### Educator

- Lead activity groups on subacute, skilled and short term rehabilitation units for Retirement Community.
- Strong knowledge of skin structure, disorders and diseases in order to work with a wider variety of clientele. Performed Intense Pulse Light Treatments (IPL) for clients.
- Nutritional Consultant at weight loss center.

### Marketing

- Marketed and performed body laser treatments and sold *SkinCenticals* products in a medical office.
- Sold promotional products and utilized up selling techniques to increase retail sales volume.
- Marketed products for phone, cable and internet service in high volume call center.

### Attention to Detail

- Researched and validated customer phone numbers in connection with their addresses.
- Documented calls from clients into a database to triage needs assessment, community resources, referrals, and follow-up care.
- Initiated Change in Activity Calendar that included exercise groups, arts and crafts, bowling, parties, book reading, and adjusting activities to residents physical and mental health.

## EMPLOYMENT HISTORY

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**Unit Secretary – Intensive Care Unit** 2018-2018  
Lawrence Memorial Hospital  
Lawrence, KS

**Customer Service Representative** 2017-2018  
General Dynamics  
Lawrence, KS

**Aesthetician** 2007-2008  
The Aesthetics Center @ LFMO  
Lawrence, KS

**MSAG Validation Database Entry** 2006-2007  
E911 Provisioner Modis/Sprint  
Overland Park, KS

**Sales Representative** 2004-2005  
The Jones Store Leawood, KS

**Administrative Assistant** 2002-2004  
CSR Adecco & Prostaff Temp Agencies  
K.C. Metro

**Customer Service - Sales Representative** 2002-2003  
Everest Connections  
K.C. Metro

**Weight Loss Counselor - Sales Representative** 2000-2001  
Slim 4 Life  
K.C. Metro

## VOLUNTEER HISTORY

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**Marketing** 712 Innovations, Topeka, KS  
**Life Enhancement Coordinator** Aldersgate Village, Topeka, KS  
**Data Entry** NAMI, Topeka, KS