**Jennifer Liberty**

Des Moines, IA 50317

jenn.liberty@yahoo.com

(206) 578-9024

Experience with handling patient health information and/or medical records

Strong interpersonal and communication skills

Data entry knowledge with 45 WPM

Experienced project team member

**Work Experience**

**Retail Associate and Educator**

CBD American Shaman, LLC – Altoona, IA

November 2022 to February 2023

• Educate customers on our vast line of CBD and other products

• Learn and know the difference between HHC, D9, and CBD

• Create a repeat customer base

• Know price point for each product

• Computer, credit card, and money transactions

• Answer questions in person and by phone

• Maintain a clean and presentable store

**Owner and Designer**

Jenn's Artistry - Des Moines, IA

August 2009 to Present

• Purchase unique jewels, beads, and materials to create various jewelry pieces

• Create abstract acrylic flow art paintings with specific ratios of water, paint, and paint conditioner

• Price point for each jewelry piece/set or painting based on customer demand, products used, and local competition.

• Respond to customer questions and requests in a prompt and efficient manner

• Build and maintain relationships with customers to increase the likelihood of repeat business

• Contribute finished pieces to local non-profit organizations as fundraiser items

**Office Assistant and Patient Registrar**

Surgery Center of East Des Moines - Des Moines, IA

October 2009 to August 2010

• Ability to perform basic functions on a computer, including Microsoft Office applications and the internet.

• Registered patients and accepted payments

• Explained in clear and concise verbiage the procedure the patient was going to be having

• Maintained various surgical charge reports for insurance claims and reimbursements

• Entered charges and data into the computer system, in spreadsheet format, to record procedures for billing Medicare/Medicaid

• Assisted in the maintenance of medical charts and/or electronic medical records (filing, operative reports, test results, home care forms)

• Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff, and greeting visitors

**Certified Surgical Technologist, Preceptor and Staffing Committee**

UnityPoint Health - Des Moines, IA

January 2001 to May 2009

• Provide assistance and support to surgeons during general, gynecology, genitourinary, orthopedic, neuro, pediatric, vascular, and plastic surgery procedures.

• Cleaned, sanitized, and maintained the surgical suite and associated areas

• Gained the ability to work efficiently and be flexible in high-stress and traumatic situations

• Followed and adhered to hospital and Universal Precautions regarding blood, tissue, foreign objects, and other laboratory specimens and prepared them for pathology

• Independently responsible for closures of simple procedures

• Performed and documented pre-surgery and post-surgery sponge, instrument, and needle count

• Operate, adjust, and troubleshoot a variety of operating room equipment

• Responsible for aseptic technique, setting up the required equipment, instrumentation, and sterile supplies as needed for the assigned cases

• Adhere to policies and procedures set forth by OSHA and hospital policies

• Readily available for "on-call" and or on an assigned/ scheduled basis as required by department need

• Direct patient care in the circulating role under the supervision of R.N.

• Train and mentor newly hired surgical technologists during the onboarding process

• Address staffing concerns, reported incidents, and applied conflict resolution while serving on the Staffing Committee

**Education**

**Associate in Surgical Technology**

Kirkwood Community College - Cedar Rapids, IA

**High school diploma**

Hoover High School – Des Moines, IA

Central Campus (Commercial Photography) – Des Moines, IA