

Christine Jean

JOINT HONOURS STUDENT
HISTORY & ANTHROPOLOGY

CONTACT:

████████████████████
cjean@unb.ca

PROFESSIONAL SKILLS

- Bilingual, fluent in English and French (oral and written)
- Supervisory and team leadership skills
- Accustomed to face-paced work environments, multitasking, and working under high pressure
- Excellent oral and written communication
- Good judgement
- Creative and effective problem-solving skills
- Skilled at establishing and maintaining interpersonal relationships
- Persistent and diligent
- Resilient and resourceful
- Record Keeping
- Productivity
- Research
- Simply Accounting & Quickbooks
- Photoshop & Illustrator
- Medical Terminology

WORK EXPERIENCE

Research Assistant

University of New Brunswick | September 2019 to Present

- Completed literature reviews
- Reviewed and completed book edits

Anthropology Intern

Fredericton Downtown Community Health Center | Sept. 2019 to April 2020

- Conducted interviews of paramedical and administrative support staff
- Reviewed Emergency Response Plan
- Observed and compiled ethnographic notes of methadone group and community clinic
- Gathered data
- Researched methadone, harm prevention, and community access within Fredericton

Filing Clerk

Dr. Diane Stackhouse | September 2019 to March 2020

- Maintained filling system
- Maintained confidentiality of all client information
- Answered phone calls from clients and took messages when necessary
- Performed clerical tasks such as photocopying, faxing, mailing, sorting/distributing documents and scheduling patients
- Retrieved vaccines from public health
- Delivered patient samples to lab

Productivity Advisor and Administrative Support

Windy Ranch Admin | September 2012 to March 2017

- Provided vast array of support to a variety of clients
- Created web and print designs such as icons, book covers, banners,, posters, catalogues, and business cards
- Created and maintained social media and blog posts, web designs, print and online forms
- Created productivity enhancements, guidelines and workflows
- Provided recommendations and adjustments for better workflow and productivity
- Transcription
- Data entry
- Consulted with clients regarding improvements to social media, branding, and productivity improvements
- Liaisoned clients with stakeholders

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EDUCATIONAL TRAINING

University of New Brunswick

Bachelor of Arts - Joint Honour
History and Anthropology

- Student since 2018
- Current GPA 3.5

Canadian Center for Occupational Health and Safety

Emergency Response Planning
Certificate

World Health Organization

Operational Readiness (Tier 1)

Durham College

Small Business Management
-January 2010

Conestoga College

Medical Terminology
-May 2009

WORK EXPERIENCE

Office Manager and Administrative Assistant

Waterloo Physiotherapy | July 2010 to October 2010

- Provided efficient and professional administrative and clerical service to colleagues and the owner; provided excellent customer service to patients
- Updated health records and personal information
- Created invoices and billed patients, insurance companies, and WSIB accordingly
- Reviewed and maintained patient care plans
- Full responsibility for establishing and managing the office schedule including the professional calendar of a kinesiologist, physiotherapist and two massage therapists and all patients scheduling
- Maintained equipment inventory and handled officer orders
- Prepared and maintained financial reports for the bookkeeper
- Prepared medical reports for insurance companies and WSIB

Health Claims Adjudicator - Specializing in Fertility Treatment and Medication

Equitable Life of Canada | October 2010 to January 2014

- Provided benefit information to policy holders and health care providers
- Updated health records and personal information
- Entered claims and adjudicated accordingly
- Reviewed and adjudicated exception request for fertility treatments and medications
- Trained adjudication team on fertility treatments and medications
- Trained adjudication team on provincial and insurance guidelines regarding fertility treatments and medications
- Developed the approval process for fertility treatments and medications using provincial and insurance industry guidelines
- Trained adjudication team on the approval process developed

ER - OR Clerk

Horizon Health Network | June 2009 - July 2010

- Communicated with patients about their appointment questionnaires
- Assisted Doctors and nurses when my help was required
- Completed and processed forms, form letters and other records and charts
- Maintained, compiled and distributed charts, files and nursing notes
- Handled admissions and discharges
- Coordinated laboratory/pathology reports, operative/clinic notes and admission slips
- Arranged for emergency requests from OR during surgeries
- Alerted emergency service units to activate the response team in case of emergency
- Ordered medical tests, blood work, medical procedures, and patient meals according to medical notes
- Followed and maintained emergency response plan for H1N1