

JESSICA LEE BROWN

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EDUCATION	YORK COLLEGE Department of Health Professions Candidate for Master of Science in Physician Assistant Studies, expected December 2019 <ul style="list-style-type: none">• <i>Clinical Rotations:</i> Pediatrics (NYP Queens), OBGYN (Queens Hospital Center), Internal Medicine (North Shore University Hospital), Surgery (Queens Hospital Center), Emergency Medicine (Brookdale Hospital), Ambulatory Medicine (Centers Urgent Care), Family Medicine (SSS FM), Long Term Care (Gouverneur Hospital), Psychiatry (Queens Hospital Center) COLUMBIA UNIVERSITY School of General Studies Postbaccalaureate Premedical Program, May 2013 <ul style="list-style-type: none">• Academic Associate, Clinical Research Assistant, St. Luke's-Roosevelt Hospital Center• Observation, Dr. Michael LaQuaglia, Pediatric Surgery, Memorial Sloan Kettering Cancer Center UNIVERSITY OF MICHIGAN College of Literature, Science and the Arts <ul style="list-style-type: none">• Bachelor of Arts, Communication Studies, May 2009• Minor in French and Political Science	Jamaica, NY New York, NY Ann Arbor, MI
EXPERIENCE	Emergency Medical Associates, EMCare May 2016 – June 2017 Clinical Information Manager at Jersey City Medical Center <ul style="list-style-type: none">• Provided thorough and timely documentation of 40-65 physician notes each shift at the direction of the physician/practitioner ensuring accurate data collection for the Electronic Medical Records.• Expedited patient flow in the ED by monitoring the status of the patient's course and treatment confirming each patient's diagnostic tests were completed, labs were drawn and imaging captured.• Accompanied the physician/practitioner to patients' room during traumas in order to properly document the initial encounter with patient and EMS leading to clear and concise treatment plan.• Communicated with all ED staff members in order to transcribe all applicable patient information, creating a comprehensive EMR and positive experience for the patient while in the JCMC ED. February 2014-September 2017 ADP on-site at GOLDMAN SACHS Recruiting Operations Manager <ul style="list-style-type: none">• Managed 45 campus & lateral recruiting specialists across 4 states to ensure streamlined cross-divisional processes are executed as outlined by the global talent acquisition leadership recruiting team.• Facilitated onboarding and training of 30 new hires to provide systems and process overviews leading to a better understanding of daily roles and responsibilities to promote success as a recruiting specialist.• Provided leadership, mentorship and career growth opportunities to 45 recruiting specialists by hosting monthly catch-ups to review coordinator goals, effectiveness and confirm key processes are understood.• Responsible for managing centralized reporting and auditing processes in line with the annual recruiting cycle providing team with accurate data surrounding summer and fulltime analysts/associate classes. August 2013-February 2014 Recruiting Specialist <ul style="list-style-type: none">• Ran campus hiring interview process including: screening resumes, selecting candidates for interview, facilitating interview days and handling candidate turndowns for 12 Firmwide target schools.• Worked closely with Human Capital Management Campus Recruiting team in order to develop new on-campus recruiting strategy for summer analyst and new analyst roles for 2014 recruiting season.• Coordinated onboarding of new hires including offer package coordination and background check facilitation providing responsive and high quality service enabling a smooth transition to the firm. Fall 2009–Fall 2011 MAKE-A-WISH FOUNDATION OF METRO NEW YORK Wish Coordinator <ul style="list-style-type: none">• Scheduled 267 wishes for wish children faced with life-threatening medical conditions assisting the Foundation to exceed the target number of wishes for the year and grant 531 wishes.• Corresponded with over 200 Wishgranting volunteers yielding open lines of communication between MAW and Wish Families enabling volunteers to play an integral part of the wish process.• Explored all options for delivering wishes in most cost effective and quality manner by maintaining hard copy files and database producing optimal current and future wish experiences.• Followed MAW policies, guidelines and procedures in order to successfully grant wishes, maintain contacts and professional relationships allowing the Foundation to meet national guidelines.	Jersey City, NJ New York, NY Lake Success, NY
ADDITIONAL	<ul style="list-style-type: none">• Editorial Assistant/PR Intern at UM Health System Public Relations & Marketing Communications, 2008.• Interned with NBC Universal at the 2008 Beijing Summer Olympics.• Interned with the New York Jets Business Operations/Special Events Dept, Summers 2004-2007.• Studied at Université de Paris 4- Sorbonne, Winter 2008, visited 10 Countries while studying abroad.	