

Jenna Hamdan

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OBJECTIVE

Jenna Hamdan, who has a strong background and education in medicine and health care with skills in medical writing, reporting, and documentation with extensive experience in the various fields, is looking for an opportunity to use her knowledge and experience to be an asset to a company in need.

EDUCATION

Thomas Jefferson University	Voorhees, NJ
Master of Science in Physician Assistant Studies – GPA: 3.5	Expected Graduation: August 2022
Eastern Michigan University	Ypsilanti, MI
Bachelor of Science in Exercise Science, Human biology Minor- GPA: 3.7	Dec. 2019
Washtenaw Community College	Ann Arbor, MI
Occupational Studies Associate – GPA 3.8	April 2016

RELEVANT SKILLS

- Teamwork/ Communication
- Adaptability
- Microsoft Office (Word, PowerPoint, Excel)
- Adobe Acrobat
- Patient Education
- Medical Charting/ Documentation
- Medical Terminology
- Electronic Medical Records Systems (EPIC, Athena, etc)
- Medical writing (AMA, APA)
- Analytical Skills/ Problem Solving
- HTML & CSS
- ICD-10 Coding

PROFESSIONAL EXPERIENCE

- **Thomas Jefferson Clinical Rotations** Aug. 2021- July 2022
Clinical rotations took place in various specialties and settings with a total of 10 sites, each 5 weeks long. I had experience alongside multiple providers with hands on experience and providing patient education/ counseling. Tons of medical documentation, research, and writing that led me to build my skills by effectively documenting medical information in a variety of formats and EMR systems, conducting medical literature search and critically evaluate the relevance of the medical literature, and apply evidence-based medicine principals. Acquired the ability to analyze and interpret the clinical information in the patient's medical record, knowledge of disease processes, pathophysiology, diagnostics, and treatment regimens which allowed me to gain a working knowledge of ICD-10 codes and ensuring assessments align with the history and diagnostic tests. Strong written and verbal communications skills demonstrated by the ability to effectively communicate with colleagues along with knowledge of healthcare regulations, reimbursement, and documentation requirements.

DERMATOLOGY, Kane Dermatology

Somers Point, NJ

- Literature review paper conducted on Journal Article: Association between Adult Acne and Dietary Behaviors

SURGERY, Cape Regional Hospital

Cape May Court House, NJ

- Utilized Evidence based medicine to write a paper on Complication of Reversal of Hartmann's Procedure: Anastomotic Leak

PRIMARY CARE (2), Village Medical

Pleasantville and Galloway, NJ

- Utilized Athena EMR software system
- Literature review research and utilized evidence-based medicine on Prognosis of Patients after diagnosis of Parkinson's Disease (10-year study)
- Literature review with utilization of evidence-based medicine on Controlled Trial of Erenumab for Episodic Migraine

PSYCHIATRY, Atlantic County Jail

Mayslanding, NJ

- Utilized Evidence based medicine to write about Different Clinical Presentations of Depression

INTERNAL MEDICINE, Jefferson Health Hospital

Turnersville, NJ

- Utilized EPIC EMR software system
- Literature review and utilized evidence-based medicine on Pediatric Patients: Dexamethasone in Acute Asthma Exacerbations
- Literature review and utilized evidence-based medicine on Effects of Intensive Blood Pressure Control for Patients with Diabetes Mellitus Type II

PEDIATRICS, Pediatric Day and Night

Trenton, NJ

- Master's project was conducted with the help of evidence-based medicine of A Difficult Diagnosis: What is Causing this Pediatric Patient's Prolonged Fever?
- Utilized evidence-based medicine to write a paper of Complication of Short Bowel Syndrome in Pediatrics: Intestinal Obstruction

EMERGENCY MEDICINE, South Ocean Medical Center

Stratford Township, NJ

- Utilized EPIC EMR software system
- Literature review research and utilized evidence-based medicine on Effect of Vitamin E and Memantine on Functional Decline in Alzheimer Disease

WOMEN'S HEALTH, Village Medical

Galloway, NJ

- Utilized Athena EMR software system

• **Qmed Consulting**

2020-2021

Quality Assurance Specialist Internship

- Coordinated with operations department and ensured that new products were produced in accordance to procedures.
- Determined validation program for process and product in compliance with required protocols.
- Ensured that Quality Assurance standards were maintained throughout product life cycle.
- Inspected design and manufacturing facility and performed root cause analysis.
- Ensured that all corrective and preventative actions were taken in required timeline.
- Prepared test methods and protocols for product development team and designed fixtures.
- Coordinate with Regulatory affairs and ensured that all documents were maintained in accordance to FDA regulation.

• **University of Michigan Health Sciences**

Clinical Research Associate

2019

- Conducted clinical research on a congenital heart defect, **Congenitally Corrected Transposition of the Great Arteries and specifically analyzing the Long, Intermediate, and Short Outcomes after Anatomical Repair.**

- Collaborated and had group meetings to discuss goals and the process of fulfilling the research to ultimately published retrospective review articles.
- Duties included obtaining healthcare records, phone calls to patients and provided them with surveys to complete, entry of data and data analysis.
- A seminar was held at the end where I got to exhibit my research at UM symposium attended by faculty, staff and students and got the pleasure of educating healthcare students and workers.

- **Vernor Urgent Care**

Detroit, MI

Medical Scribe

2018 – 2019

- Documented medical history of over 2000 patients: records including CC, HPI, PMHx and more.
- Used EPIC to record patients' medical data, care plans and diagnosis.
- Organized treatment protocols in a fast-paced urgent care environment.
- Monitored patient medical charts and recognized data discrepancies
- Reported medical data discrepancies to physicians and nursing assistants
- Assisted physicians in accessing all relevant test results and medical history documents.
- Filing, charting, documenting patient information and organizational skills
- Performed strong work ethic and the desire to provide quality patient care
- Utilized ICD-10 codes to bill insurances efficiently and effectively resolved billing issues.

- **Arbor Lakes Pharmacy**

Ypsilanti, MI

Lead Pharmacy Technician

2017 – 2020

- Responsible for making sure all customers' prescriptions were filled promptly, maintained a neat and organized area of operation, and assisted the pharmacist with weekly responsibilities, as well as other various tasks.
- Effectively resolved insurance rejections and other billing issues.
- Assisted in multi-dose medication packaging for multiple patients who are taking many medications and have trouble keeping up with days/timing.
- Overall maintained pharmacy rules/regulations, trained incoming employees, and kept pharmacy under control.

PROFESSIONAL AFFILIATIONS AND DEVELOPMENT

- New Jersey State Society of Physician Assistants (NJSSPA): Student Member
- American Academy of Physician Assistant (AAPA): Student Member

CERTIFICATIONS AND LICENSURE

- American Heart Association Healthcare Provider CPR and AED (BLS) Certification: Exp 7/2023
- American Heart Association Advanced Cardiovascular Life Support (ACLS) Certification: Exp 7/2023
- Medication Assisted Treatment (MAT) Certification

VOLUNTEER EXPERIENCE

- **Mentor 2 Youth**

Ypsilanti, MI

Youth Mentor/ Instructor

June 2019 - present

- Provide educational workshops focused on emotional empowerment, academic achievement, and college/career exploration.
- Ensure youth are prepared to succeed in school and support them in building their skills in reading and math.

- **Flint Service Projects**

Volunteer Representative

- Assisted packaging and organizing food/items at a food bank to send out to food pantries
- Dispersed water to patients' homes
- We gained firsthand, on-the-ground experience with the Flint water crisis response and serve alongside community leaders from Shiloh Church, the pioneering organization in Flint for delivering cases of bottled water door to door for Flint residents without access to clean water.

- **Global Medical Brigades at EMU**

Sept 2018- Dec. 2019

Board Member

Honduras

- I took part in a non-profit student-led organization and our mission is to raise enough money to be able to buy medical equipment and supplies needed to be able to treat the patients of Honduras that cannot afford healthcare. Global Brigades has been making trips to under-resourced nations for 15 years to provide medical relief. This program involves doctors and other volunteers who will be providing dental, OB-GYN, and general medical services needed to patients in dire need. Goal is to perpetuate a positive impact by providing much needed medical attention.

LANGUAGES

- *Fluent in English and Arabic*