

## Boards & Commissions Application



I am interested in serving on the following boards/commissions. (Please indicate the order of preference).

1. Economic Development Authority 2. Towing Advisory Board

As an applicant/member of a Council-appointed Board or Commission, your name, address, and phone number will be available to the press and public. Information will be kept on file for three years. Public discussion of information contained herein may occur in the meeting at which appointments are considered by the City Council.

☐ Mr. ☒ Mrs. ☐ Ms. ☐ Miss. ☐ Dr.

(Please type or print clearly)

Name: MacLin Jennifer Lynn Date: 10-16-19  
(Last) (First) (M.I.)

Home Address: 927 Meadowlark Drive Own ☒ Rent ☐ Rent

Phone Number: 540-560-0307 Alternate Phone: \_\_\_\_\_

Occupation: Practice manager Employer/Organization: unemployed

E-mail: JenniferMacLin98@gmail.com Harrisonburg resident for 18 years.

Were you referred by anyone: ☐ Yes ☒ No Name of Referring Party: \_\_\_\_\_

How did you hear about volunteering on a board or commission? ☐ Cable ☐ Website ☐ Council Meeting  
☐ Other: WHS H app

Why do you wish to serve on a board or commission?

To become more active in our community.

What relevant experience or education do you have to this board or commission?

Working in health care field with adults and children. Working for federal children's clinic.

**What other interests or concerns do you have regarding the community?**

Gaining more grants and funds from the government.

Working on updating or removing the trailer park on country club Road.

Finding out who owns that land.

**Please list any past or present community involvement e.g. City Council, Board and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:** first time

**-Please return completed application to the City Manager's Office-**

*Applicants are encouraged to attach a resume or other supporting information that may be helpful to Council in considering their application.*

409 S. Main Street, Harrisonburg, VA 22801

**Tel:**(540)432-7701 **Fax:**(540)432-7778 **E-mail:**Pamela.Ulmer@harrisonburgva.gov

# Jennifer Maclin

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927 Meadowlark Dr, Harrisonburg VA 22802

Home: 540-435-0296

jaym26621@gmail.com

## Summary

Professional childcare worker who employs a variety of child-appropriate websites, tools and resources to create a diverse curriculum. Teaches art, social studies, math and science through fun and enriching hands-on activities.

Childcare worker committed to offering a safe and loving environment for children and toddlers in which they can flourish.

## Skills

- Nutrition
- Head Start program knowledge
- Infant, toddler and preschool curricula
- Active listener
- Daycare management professional
- Playful
- Exceptional organizational skills
- Emergency procedures
- Cultural sensitivity
- Training in food handling preparation
- Positive and cheerful
- Excellent communication skills

## Experience

Emergicare

February 2012 to June 2018

**Human Resources Manager**

Harrisonburg, VA

Harrisonburg Co

January 2010 to February 2012

**Registered Medical Assistant/ Clinical Lead**

Harrisonburg, VA

Maintained all confidential personnel files, licensing and CPR compliance records.

- Performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments.
- Coordinated with doctors and registered nurses to develop care plans for pediatric patients.
- Monitored patient reactions to drugs and carefully documented progress of individuals participating in clinical trials.
- Directed the installation of improved work methods and procedures to achieve agency objectives.
- Referring and tracking patients to outreach centers like Mercey House, Social Service, Human Department
- Vaccine coordinator
- Opening new location and ordering medical supplies for onsite CLIA laboratory

Hess

May 2007 to June 2010

**Front Office Receptionist**

Harrisonburg, VA

- Managed clerical needs of company employees, including copying, faxing and file management.
- Adhered to security requirements by screening visitors, updated logs and issued passes.
- Oversaw office inventory by restocking supplies and making purchase orders.
- Maintained reception area clean and neat to provide visitors with a positive impression of the company.
- Handled the complaints and concerns of customers.
- Updated patient accounts and information on a daily basis.
- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.
- Icd-9 coding

January 2003 to March 2005

### **Home Daycare Provider/ Owner Operator**

Harrisonburg , Va

- Routinely picked children up from school and activities.
- Offered detailed daily reports that outlined each child's activities.
- Read stories to the children and taught them painting, drawing and crafts.
- Carefully monitored children's play activities.
- Communicated with children's parents and guardians about daily activities, behaviors and problems.
- Escorted children on outings and trips to local parks and zoos.
- Planned and led games, reading and activities for group of six children.

Emergicare

March 2006 to May 2007

### **Medical Assistant Intern with Dr.Rick Stough**

Harrisonburg , Va

- Evaluated patients presenting with asthma, appendicitis and hernia.
- Evaluated health education needs of patients and provided necessary training and instruction.
- Instructed patients and family members on proper discharge care.
- Maintained patient privacy and confidential patient information.
- Developed and maintained quality care systems and standards, including but not limited to, creating and improving medical protocols/guidelines.
- Provided DHS (Department of Health Services) with corrective action plans.
- Performed lab tests and communicated results.
- Measured urine specimens and delivered them to the laboratory.

Lifestyle & Wellness Medical Center

June 2018 to Current

### **Practice Manager**

Richmond, VA

- Complied with OSHA and HIPAA regulations.
- Supported the entire practice's staff, which boosted efficiency and improved the overall process flow.
- Ordered all supplies needed and kept tabs on inventory levels.
- Created and maintained electronic record management (EMR) systems to store data and develop reports.
- Assisted with the development of regulatory compliance systems.
- Communicated with patients in a manner that provided compassion but kept medical information private.

## **Education and Training**

National Buisness College

2007

Associate of Science: Medical Assisting and Medical Administration

Harrisonburg , Va

- BLS/CPR current

## **Activities and Honors**

Achievement Award 2007

Who's Who of American Junior College 2007

Federal Work Study Student 2006

Dean's List 2005-2007