

Application Form

Profile

_____ Jennifer _____ Maclin _____
Prefix First Name Middle Initial Last Name Suffix

jennifermaclin98@gmail.com
Email Address

1093 Woodbury Circle _____ Apt 204 _____
Home Address Suite or Apt

Harrisonburg _____ VA _____ 22802 _____
City State Postal Code

How many years have you been a resident of Harrisonburg?

24 years

Mobile: (540) 830-3863 _____
Primary Phone Alternate Phone

Self employed _____ Ceo _____
Employer Job Title

Demographics - *(Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)*

Ethnicity

African American

Gender

Female

What is your age?

40-50 years old

Are you reapplying for a current position you hold? *

Yes

Which Boards would you like to apply for?

Economic Development Authority (EDA): Submitted

Interests & Experiences

Jennifer Maclin

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

To help local businesses.

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

Providing SBA owners information about the EDA and the serves it provides for local buisness owners.

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

Current eda member

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

Current eda member since 2020

[Jennifer-Maclin__1__1_.pdf](#)

Upload a Resume

EPSAC Applicants only

Bike/Pedestrian Subcommittee Applicants only

Jennifer Maclin

Harrisonburg, VA

jennifermaclin98@gmail.com

5408303863

Willing to relocate to: Tampa, FL - -

Authorized to work in the US for any employer

Work Experience

Home Inspector

February 2021 to Present

- Inspect new or resale homes on behalf of clients, make assessments and provide reports on the physical condition of property
- Inspect and conduct basic testing of existing electrical or plumbing installations
- Inspect existing buildings to identify and report on structural defects, fire hazards and other threats to safety

Substitute Teacher

Harrisonburg City Public Schools - Harrisonburg, VA

October 2019 to Present

- Working with special education programs
- Take instructions from the school office and lead teacher about handling classroom instruction
- Read and understand curriculum and lesson plans Refer to the lesson plan left by a lead teacher and ensure that appropriate measures are taken to follow it
- Ensure that classroom instruction is handled according to the school's policies, goals, and objectives
- Manage student behavior and classroom order
- Ensure that a climate of fairness and respect is promoted
- Take necessary actions and reasonable actions to ensure the safety of students, materials and school equipment
- Collect and correct students' papers and assignments according to the procedures of the school
- Return corrected or graded papers to students and make sure that they understand the grading system
- Hand out instructional materials to students and make sure that they are handled with care
- Make sure that a non-discriminatory atmosphere is maintained in classrooms
- Lead extracurricular activities and ensure the safety and wellbeing of students in the outdoors
- Follow up on any instructions left for the lead teacher and ensure that they are followed appropriately
- Evacuate students from the class in an orderly manner
- Take responsibility of students who are picked up late and ensure their safety
- Create a substitute teaching/instruction report at the end of each day and hand it to the principal

Health Care Administrator

Lifestyle and Wellness Medical Center - Richmond, VA

January 2019 to September 2019

- Worker's compensation claims & claimants
- Sales of durable medical equipment

- Insurance verification of DME
- Accounts receivable
- Developed employee handbooks and policies
- Marketing
- Processing payroll
- Human resources expertise
- Leadership and managerial skills
- Organization and planning
- Analytical thinking
- Computer proficiency
- Excellent communication and interpersonal skills
- Insurance verification
- Schedule cosmetic procedures
- Icd 10 coding
- Mathematics formal
- Microsoft office
- Preauthorization for medical procedures

Health Care Operations Administrator

Emergicare - Harrisonburg, VA

February 2012 to June 2018

- Medicare, Medicaid, commercial insurance, managed care plans, (MCO, HMO) and medical computer billing systems
- Medical Assistant
- Performing EKG
- Content writing for employee staff meetings (memos)
- Dot/Non drug and alcohol collection (Fmsca)
- Facilitate manufacturing companies with talent retention of dot drivers
- Succession planning
- Random dot and non random selection
- Processing payroll
- Human resources expertise
- Leadership and managerial skills
- Organization and planning
- Analytical thinking
- Computer proficiency
- Excellent communication and interpersonal skills
- Attention to details
- Business acumen
- Ethics and integrity
- Employee recruitment I-9 verification
- Implementation of onsite preemployment and random drug screen programs
- Worker's compensation experience and return to duty process
- Immigration Specialist
- Perform immigration physicals

Pediatric Medical Assistant/ Vaccine Coordinator

June 2011 to June 2013

- Creating a welcoming and positive environment at the pediatric facility.
- Obtaining patient information and updating health records.
- Scheduling follow-up appointments, procedures, and tests.
- Recording patients' vitals and administering vaccines.
- Maintaining the cleanliness and hygiene standards of the facility.
- Explaining tests and procedures to young patients and their families in a reassuring way.

Medical Receptionist/Medical Assistant

May 2007 to June 2013

Icd-9 coding

Prepare patients for examination, escort them to the treatment room and be present during examination/treatment to assist the physician in treatment procedures

- Answer incoming telephone calls, greet patients, entertain inquiries, and facilitate correspondence with regards to their treatment in the clinic
- Liaise with the orthopedist in booking patients' appointments in line with their schedule to facilitate smooth flow of operations
- Collect results of patients' tests from the laboratory, sort them out and make them available to the orthopedist before he/she attends to patients
- Record medical histories and vital signs of patients by carrying out proper checkup on them before consultation with the physician
- Sterilize equipment before and after treatment and properly dispose used containers and items to avoid infection
- Supervise drug refills and place supply orders as directed by the orthopedist, and inspect delivered items for durability to avoid the use of substandard or expired products

Education

Associate in science

National University - Harrisonburg, VA

May 2005 to May 2007

Skills

- Microsoft office, word (8 years)
- ADP
- Benefits Administration
- Employee Relations
- Compensation
- Human Resources
- recruitment
- benefits
- Workers' Compensation
- Experience Working With Students
- Human Resources Management

- Experience Administering Injections
- Supervising experience

Certifications and Licenses

BLS/CPR April 2019 to April 2021 Vaccine Coordinator June 2010 to Present Medical Assistant May 2007 to Present Federal Drug Screen Collector January 2012 to Present Substitute Teacher Training November 2019 to Present Direct Support Professional October 2018 to Present Medication Aide October 2018 to Present Filing & Organization Proficient November 2020 Measures a candidate's ability to arrange and manage files or records using a set of rules. Full results: Proficient Customer Focus & Orientation Expert August 2020 Responding to customer situations with sensitivity. Full results: Expert Front Desk Agent (Hotel) Proficient October 2019 Selecting hotel rooms based on verbal requests and identifying errors in hotel data. Full results: Proficient

Economic and Development Authority Board

January 2020 to Present

4 year term

Assessments

Customer focus & orientation — Expert

August 2020

Responding to customer situations with sensitivity

Full results: [Expert](#)

Filing & organization — Proficient

November 2020

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Proficient](#)

Work motivation — Highly Proficient

February 2021

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Electronic health records: Best practices — Proficient

October 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Proficient](#)

Direct care — Highly Proficient

October 2019

Showing sensitivity and enthusiasm while providing care to patients.

Full results: [Highly Proficient](#)

Elementary school lesson planning — Proficient

January 2021

Developing lesson plans for elementary-level classrooms that promote learning

Full results: [Proficient](#)

Cleaner fit — Highly Proficient

February 2021

Measures the traits that are important for successful cleaners

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.