

Emily Klee

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Current Address:

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Permanent Address:

2621 N.E. 24 Street
Lighthouse Point, FL 33064
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OBJECTIVE

- To obtain a Bachelors of Science and Masters degree in the College of Health and Human Performance at the University of Florida and to continue working as a physician's assistant in the field of anesthesiology or general medical care.

EDUCATION

University of Florida

Gainesville, FL

- Major: Health Science Education, Health Promotion
- *Bachelor of Science in Health Science Education: Spring 2007*
- *Masters*

EXPERIENCE

Dr. Fass Ophthalmologist Office

Fort Lauderdale, FL

Secretary / Service

August - February 2001

- Customer Service
- Answer Phones / Organize files
- Bookkeeping
- Schedule appointments

Allied Doors, Inc.

Pompano Beach, FL

Accounting / Customer Service Rep

January 2000-December 2000

- Billed and received payments / Handled insurance and liability information
- Customer service and scheduled service calls
- Learned how to order inventory and track orders
- Extensive use of the companies own computer programs as well as Microsoft Excel
- Developed exceptional social skills working with co-workers in an office environment

Regis Hair Salon

Ft. Lauderdale, FL

Receptionist / Assistant

January 1999-August 1999

- Assisted hairstylists with special occasion styling
- Scheduled appointments
- Bookkeeping
- Designed visual displays for products

Galley Grille Restaurant and Bar

Lighthouse Point, FL.

Hostess / Server

April 2001 – August 2001

- Greeted and served customers
- Bussed tables

Babysitting and Child Care

- Regularly scheduled care for neighborhood families and friends

Camp Highlander Administrative Office

Fort Lauderdale, FL.

- Administrative assistant

Summer 1999

Vic and Irv's Restaurant

Rochester, NY.

Server

May 2005 – August 2005

- Served Customers

HONORS,AWARDS,RECOGNITIONS,ACTIVITIES

- Zeta Tau Alpha Sorority
- Zeta Tau Alpha Holiday Chair
- Zeta Tau Alpha Linedance Solicitations Chair
- Zeta Tau Alpha Intramural Sports Leagues
- Zeta Tau Alpha Creed Chair / Points and Stripes Chair
- Zeta Tau Alpha Assistant Recruitment Chair
- University of Florida Dean's List
- Recipient of the Rotary Club Scholarship
- Recipient of Irene B. Kirbo Memorial Scholarship
- Recipient of Federal Pell Grant
- Recipient of Florida Student Assistant Grant
- Recipient of I. Douglas Turner Grant
- Recipient of Florida Medallion Scholars Award
- Volleyball Intramurals through the University of Florida
- Volunteer broadcaster for the blind
- University of Florida Baseball Team Diamond Dolly Usher
- Volunteer at Shands Hospital in the Neonatal Intensive Care Unit.

REFERENCES

References furnished upon request

SUMMARY OF QUALIFICATIONS

Leadership experience throughout elementary, high school, and college levels. Expertise includes organizational and leadership skills and excellent problem-solving abilities. Recognized for capability to think "outside of the box", take control of a situation, and finish a job the right way. Genuine concern for people and their welfare, understanding the necessity to incorporate leadership and knowledgeable concise decisions for the health needs of patients, while under pressure.