

Sumiko Jividen
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Gainesville, FL 32607
(727)483-2438

Experience:

- **Shands at the University of Florida, Gainesville, FL – Dec. 30, 2006 to Present.**
Employed as a unit clerk for the Mother/Baby Unit and Neonatal Intensive Care Units 2 and 3 providing medical staff and patients clerical support.

- **Dept. of Veterans Affairs, Bremerton, WA – Jan. 2, 2001 to Dec. 31, 2002.**
Involved in a work-study position in the Bremerton Pre-Separation Center assisting veterans with inquiries and vocational rehabilitation. Performed general administrative, word processing, receptionist, and secretarial duties for Case Managers. Performed tasks using software provided by the VA.

- **Frontline Staffing, Bremerton, WA – Jul. 17, 2000 to Dec. 31, 2000.**
Worked as a General Clerk in the Staff Civil Engineering departments of Puget Sound Naval Shipyard. Performed administrative, word processing, receptionist, and secretarial duties for staff civil engineers. Maintain schedules, calendars, and performed human resources functions, utilizing a wide range of Microsoft and shipyard-specific software in performing duties.

- **U.S. Navy, Naval Hospital Bremerton, WA – Oct. 20, 1999 to May 22, 2000.**
Served as a receptionist and medical records clerk during term. Performed a variety of secretarial services for staff members using Windows and Word. Typed official Navy correspondence and prepared reports, schedules, and utilized Navy instructions to guide and complete tasks. Preserved medical records, created a filing system for patients, and registered new patients using the hospital computer system.

- **U.S. Navy, USS Carl Vinson (CVN-70), Bremerton, WA – Oct. 1999 to Dec. 2000.**
Served as a secretary for the 2nd Division on the ship. Prepared Navy correspondence, maintained Division files, dept calendars and action lists for lead personnel, maintained watch lists, and performed personnel actions for assigned crew.

Education:

University of Florida, Gainesville, FL. Studying for a B.A. in Business Management, Present
Santa Fe Community College, Gainesville, FL. Graduated with an A.A. in Business Management, 2004-2006.

Olympic College, Bremerton, WA. Studying for A.A. In Business Management, 2001-2002.

Naval Training Center, Great Lakes, IL. Recruit training. Enlisted 1999.

Buchholz High School, Gainesville, FL. Diploma, 1999.

References:

Dianne K. Meisner, Vice President at Great American Insurance.

Stacy M. Guererro, Location Supervisor, Trustway Insurance.

Ellen Syvertsen, Location Manager at Alliance Medical Equipment & Oxygen.