

Jonathan “JP” C. Phillips

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CAREER OBJECTIVE

To be an asset in the medical care industry with a growing health care business. I am applying and seeking the position of Physician Relations and Sales Representative in the Community Relations/Outreach Department at a health care business.

PROFESSIONAL EXPERIENCE

Decatur Pediatric Group, P.A.

Clarkston, Georgia 30021

Director of Advertising and Community Outreach Consulting

April 1, 1996 to Present

- Advertising/Public Relations Administrator at Decatur Pediatric Group
- Write, develop, edit, and provide graphic design services for all broadcast, print, billboard, web-based and internal corporate communications
- Responsible for conducting “New Parent Trainings” and “Daddy Basics” classes at Babies R US Stores (McDonough, Lithonia and Decatur, GA) Sample topics include: “*The Birth Process*,” “*Newborn Feeding Options*,” “*Burping Procedures*,” and “*Breastfeeding Support*,” “*Safety Issues*” and more)
- Customer Service Workshops (Lead Trainer): Greet patients, schedule laboratory tests and appointments, maintain professional office appearance/environment and sustain sterile examination rooms

Advertising and Public Relations Results: Started with 1 location (Clarkston, GA), 1 medical doctor, and approximately 500 patients. As of April 30, 2016, Decatur Pediatric Group has expanded to 9 medical doctors, 4 medical practices and over 18,000 patients and families

Rockdale Medical Center, Ambulatory Care Unit (ACU)

Conyers, Georgia 30012

Patient Care Technician (PCT)

September 12, 2014 to Present

- Nominated for the Ambassador of Care Award (03/12/15): A “hospital-wide” award used to recognize allied health care staff that allows patients to rate their care experiences and attending staff on confidential comment cards
- Work under the supervision of registered nurses in the Ambulatory Care Unit to assist patients with daily life tasks
- Responsible for taking patients’ vital signs, EKGs and blood sugars (glucose)
- Responsible for completing an “hourly rounding log” and tasks as assigned by the unit R.N.
- Utilize infection control procedures in completing all patient care services
- Lead Trainer: Provide “step-by-step” instructions to new Patient Care Technicians (including student interns)
- Standard Operating Procedures (SOP): Implement approved SOP practices
- Lead Troubleshooter: Prevent patient accidents and cross-contamination, *initiate floor checks*, *monitor* unused equipment, *and inspect* bed rails

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Visions USA, Inc. (closed in November 2013)

Atlanta, Georgia 30329

Director, New Business Development/Founder/Part Owner/40 %

March 1989 – November 2013

- Responsible for New Business Development that included developing Meeting Management and Graphic Design services
- Responsible for directing all Meeting Management logistics including monitoring budgets that ranged from \$10,000 up to \$250,000

Listed below are client conferences and meetings that were managed for the Centers for Disease Control and Prevention (CDC):

1. The Second National Conference on Blood Disorders in Public Health: 2012
2. The National Immunization Conference (2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, and 2012) (Exhibit show management included managing top pharma. Corp.'s exhibits)
3. H1N1 Community Mitigation Workshops (International): 2011
4. Africa Regional Laboratory Training Workshop (International): 2011
5. IEIP Flu Lab Training (International): 2011

EDUCATION/CERTIFICATIONS

Atlanta Technical College, Atlanta, GA Current G.P.A.: 3.0

Candidate, Health Care Science Specialist

January 2015 to Present

Keller Graduate School of Management, Decatur, GA

Course: Leadership and Organizational Behavior, April 1997

Morehouse College, Atlanta, GA

Bachelor of Science Degree

Major: Marketing, May 1984

CERTIFICATIONS:

Certified Patient Care Technician

Certified EKG Technician

Certified Phlebotomy Technician

Certified Nursing Assist (CNA)

Heartsaver CPR, First Aid & AED

Certified AHA BLS for Healthcare Provider CPR

PROFESSIONAL AFFILIATIONS

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| I. Member – National Student Nurses Association | V. Member – Georgia Bio Association |
| II. Member – Regulatory Affairs Professional Society | VI. Member – National Council on Family Relations |
| III. Member – American Society for Clinical Pathology | VII. Member – Omega Psi Phi Fraternity, Inc. |
| IV. Member – Association of Black Cardiologists, Inc. | VIII. Member – Atlanta Peach State Football Officials |

NON-PROFIT AND COMMUNITY SERVICE ACTIVITIES

<u>Program</u>	<u>Organization</u>	<u>Location</u>
I. Freebots Robotics' Team/Advisor	Freedom Middle School	Stone Mountain, GA
II. Desatechs Robotics' Team/Advisor	DeKalb Elementary School Of the Arts	Decatur, GA
III. 1 st Annual Power of One Youth Summit	Run Your Vision (Middle & High School Students)	Griffin, GA
IV. Career Day Speaker 2015-2016	Toney Elementary School	Decatur, GA
V. United Way of Greater Atlanta(Member)	Rockdale Med. Center(Donor)	Conyers, GA

