

# CONSTANCE FORD

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## *Pending Graduate in Health Administration Services seeks Internship or Part Time Employment Opportunity*

- ★ Offering a promising future based on advanced academic achievement and multi-faceted scholastic, program leadership, employment, and customer service experience. Demonstrated superior leadership initiative, analytical expertise, program/project enhancement creativity, and consistent performance success.
- ★ Poised, articulate, highly intelligent, and versatile business prospect with a distinguished background of academic excellence, proactive involvement in campus activities and class projects, and practical experience in diverse employment activities.

## CORE COMPETENCIES

- Energetic, Enthusiastic Student, Leader, Volunteer and Employee
- Highly Skilled in Biometric Modelling, Research & Data Analysis
- Proficient with MS Word, Excel & PowerPoint / Back Office Apps
- Special Programs
- Adapt Rapidly to Group Projects / Ideological Initiatives
- Exceptional People Skills / Savvy Communicator-Presenter
- Project Team Leader / Current Project Management Methods
- Practical Training and Experience in Medical Lab Work
- 8-Year Navy Veteran in Aircraft Operations Support
- Organized, Efficient, Reliable and Trustworthy Team Asset

## EDUCATION & CERTIFICATION

OLD DOMINION UNIVERSITY – Norfolk, Virginia

**Bachelor of Science in Health Administration Services, *Minor in Management*** (Fall 2024)

Critical Courses: Organizational Behavior; Contemporary Organizations & Management; Public & Community Health Administration; U.S. Healthcare Delivery Systems; Health Ethics and the Law; Health Services Research Methods; Population Health; AOL App for Android Science; Health Aspects of Aging; Managerial Epidemiology; Ethics in Health Administration; Public Health Science; Principles of Public Health; Elementary Statistics; Intro to Sociology I; Abnormal Psychology; Child Psychology; Intro to Psychology; Psychology of Death & Dying; Ethics; Quantitative Reasoning; Intro to Medical Terminology; College Composition I&II; History & Culture of Deaf Communication; Principles of Public Speaking; Human Anatomy & Physiology I&II; General Biology

TIDEWATER COMMUNITY COLLEGE – **Associate of Science Degree in General Studies** (2021)

CONCORDE CAREER COLLEGES – Kansas City - **Diploma Program in Medical Assisting** (2017)

Critical Coursework: Patient Triage & Care, Phlebotomy, DNA Testing, Drug Testing, Medical Terminology, and Patient Scheduling

F.L. SCHLAGLE HIGH SCHOOL – Kansas City - **High School Diploma** (2008)

## EXPERIENCE HISTORY & HIGHLIGHTS

**Domestic Engineer / Full Time Student** (2017-Present)

- Six years current experience as a spouse, homemaker, home-schooler and full-time student. Manage and expedite all domestic responsibilities while attending classes to secure a BS in Health Administration Services.

TEST SMARTLY LABS OF KANSAS CITY

**Medical Assistant Intern** (2017)

- Fulfilled a 3-month internship as a requirement for graduation and CMA Certification. Performed DNA tests and Drug Tests to urine, finger nails, hair, and saliva to fulfill test orders submitted by area hospitals, clinics, and private practices.

UNITED STATES NAVY – Petty Officer 3<sup>rd</sup> Class (E-4) – *8 Years Distinguished Service*

**Aviation Ordnanceman** (2014-2016)

- Concluded enlistment in charge of storing, servicing, inspecting, and handling all types of USN aircraft weapons and ammunition.
- Inspected, serviced and repaired aircraft mechanical and electrical armament, ordnance systems, guns and accessories, bomb, missile, and rocket releasing and launching devices, aerial mines, torpedoes, and air-launched guided missiles.
- Supervise the operation of aviation ordnance service shops, armories, and stowage facilities and associated personnel.

**Aviation Boatswains Mate (Handling)** (2008-2014)

- Supervised the movement of Naval aircraft, performed firefighting, rescue and emergency response duties, participated in the launch and recovery of aircraft in dynamic aircraft carrier flight deck environments, and spotted / secured aircraft and equipment.
- Performed crash rescue and crash removal duties associated with high-risk aircraft launch and recovery operations.
- Set up, operated and maintained all kinds of aircraft ground support equipment / vehicles for moving and hoisting aircraft.

*Available immediately. List of references furnished upon request.*  
*Active volunteer and participant in the local community.*