

JESSICA LEATHAM

757-532-4156
PO BOX 187
WEST POINT, VA 23181
Jleatham2024@gmail.com

SKILLS & ABILITIES

I am highly proficient in collaborating with others and fostering positive interactions within a team setting. My expertise spans various facets of business operations, including proficiency in MS Office, effective team management, adept problem resolution, and meticulous documentation practices. I possess a strategic mindset for production goal-setting and vigilant supervision. My ability to understand and meet varying customer needs has translated into achieving sales and customer satisfaction targets. I am skilled in managing fluctuating workloads in production-driven settings. I am motivated to contribute to the company's success with strong administrative skills, such as training new hires, proficiency in 10-key, typing, and data entry, and excellent organizational skills. I am driven to continuously learn, grow, and excel within the organization.

EXPERIENCE

Aug 24—Dec 24 **SAMHSA Internship Program**
Rockville, MD
Fall 2024

- **Program Overview:** Participated in a fully funded, full-time internship at SAMHSA, gaining hands-on experience in public health, behavioral science, and social services.
- **Responsibilities:**
 - Collaborated on projects and research to support federal, state, and community-based programs addressing substance abuse and mental health.
 - Worked under the guidance of a SAMHSA manager in the Office of Financial Resources, applying academic knowledge to real-world scenarios.
 - Engaged in substance abuse and mental health prevention tasks, policy analysis, health IT, program management, and communications.
 - Conducted research and data analysis to inform program development and implementation.
- **Program Structure:**
 - Completed a 15-week fall internship, working a remote schedule of 40 hours per week in connection with an advisor at SAMHSA headquarters.
 - Participated in professional development sessions, including resume and cover letter writing, LinkedIn profile reviews, and interview preparation.
 - Attended networking events and leveraged alumni connections for career advancement.
- **Achievements:**
 - Contributed to projects and assignments that supported SAMHSA's mission to enhance community well-being through effective substance abuse and mental health programs.

2023 – 2024	United States Postal Clerk West Point, VA Part-time Seasonal Delivery/Sales Services & Distribution Associate (PSE DSSDA). Promoted to Part-time Flexible Career Employee (PTF) after two months. Passport Acceptance Agent.
2017 - 2023	Federal Contractor for Rural Mail Delivery for a 75-mile route across three zip codes: Shackelfords 23156, Mascot 23108, and Little Plymouth 23091.
2016 - 2017	United States Postal Service - Rural Carrier Associate West Point, VA
2006 - 2010	United States Army Specialist 88 November Transportation Management Coordinator Movement Specialist

EDUCATION

- **Dec 2024:** Old Dominion University, Norfolk, Virginia
 - Bachelor of Science in Health Services Administration with a minor in Business Management with a 3.89 GPA
- **2023:** USPS Training Academy, Richmond, Virginia
 - Delivery/Sales Services & Distribution Associate training
- **2016:** USPS Training Academy, Richmond, Virginia
 - Rural Carrier Associate Training
 - Vehicle Certification for Right-hand drive, Long Life Vehicle (LLV)
- **2008:** Associate degree in General Studies with a 3.49 GPA
 - Colby Community College, Colby, Kansas
- **2006-2007:** United States Army, Fort Eustis and Camp Victory, Baghdad, Iraq
 - Transportation Management Coordinator Training
 - TC-AIMS II Functional User
 - Motor Vehicle TFC Management & ACDC PVTN
 - Combat Life Savers CRS
 - Combative Level 1

AWARDS

Army Commendation Medal	Global War on Terrorism Service Medal
National Defense Service Medal	Army Service Ribbon
Iraq Campaign Medal -in support of Operation Iraqi Freedom	Overseas Service Ribbon