

# Marieh Masterson

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## Professional Profile

- Dynamic, self-motivated, and result-oriented employee with more than 15 years of total experience. Proven record of dependability and attention to detail. An active team member with excellent communication and interpersonal skills. Excellent in nurturing innovative ideas and deriving success from diverse teams.

## Experience

### **Advanced Patient Care Technician February 2015 – Present UPMC Northwest – Seneca, PA Monday – Friday, 28 hours/week**

- Maintains high level of dignity and respect to both clinical and patient personnel
- Prepares operations for staff and physicians
- Provides administrative and technical support to physicians, patients and employees
- Answers frequently asked questions from patients and families
- Communications between suppliers for ordering products and delivery information
- Analyzes and reviews documents for timeliness, procedural correctness, completeness, and apparent responsiveness to requirements.
- Interaction with Company executives on troubleshooting issues and problem resolution.
- Maintains spreadsheets and databases tracking inventory and production schedules
- Demonstrates leadership and time management skills
- Utilizes proficient organizational skills in the reorganizing of materials for better production processes.
- Dedication and reliability as only individual in role
- Performing high quality testing that is depended upon for the diagnosis of individuals
- Organizing and setting up follow up appointments
- Provides ongoing customer support to all areas of the facility,
- Handles highly sensitive documents.

### **School Bus Driver November 2023 - Present Lepley's Bus Services – Franklin, PA Monday – Friday, 20 hour/weekly**

- Responsible for safe and effective transports
- Time management and reliability
- Performs daily checks and service requirements
- Maintains daily report sheets and tracking inventory
- Demonstrates leadership and respect

### **Event Planner October 2022 – Present Masterson's Perfect Plan – Franklin, PA Sunday – Saturday, 80 hour/weekly**

- Provides administrative support.
- Applies customer service skills while interacting with all levels of management and employees.
- Maintains spreadsheets and databases tracking inventory and product.

- Demonstrates leadership and time management skills.
- Data validation from the Bill of Materials to the company inventory system.
- Handles highly sensitive documents.
- Daily communications with customers via written and oral communications.
- Identifies potential issues and communicated as necessary.
- Proficient use of tools, applications, and systems: Outlook, Excel, Word.
- Reliability and respect toward all customers and families, involving trying and difficult situations.
- Possess strong organizational skills, attention to detail, and professionalism and willingness to accept responsibility for assigned tasks.
- Proficient in the skills required for applying basic data gathering methods to collect, organize and report various types of factual information

## Education

**Rocky Grove Jr/Sr High School June 2014 Franklin, PA**

**Venango Technology Center June 2014 Oil City, PA**  
**Certified Nursing Assistant**

## Proficiencies

- Strong verbal and written communication skills
- Superior critical thinking and analytical skills
- Microsoft Office (PowerPoint, Word, Excel, Outlook, Access, Teams, SharePoint • File/Record maintenance and compliance.

## Personal Development

### **“Above and Beyond Award” January 2017**

This was awarded to myself and another co-worker for noticing a patient's decline in health which led to a condition called on the patient. We were noticed for the admirable teamwork as we assisted in assuring the patients outcome and stability of health.

**“Daisy Award” February 2018** 3 south (Team Unit Award) The Daisy Award is a recognition to those nurses and staff that are nominated by patients, co-workers, and patient families. Receiving this daisy is a reward for a job well done.

## Training and Development

- Act 34, 73 and 151 clearances
- Child abuse Clearances through health care and education
- CPR certified.

## References

Available upon request.

