

## **Tinika S. Warren**

(678) 558-9665 • Greensboro, NC • technicallyspeaking26@gmail.com

### **SUMMARY**

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**Dr. Tinika S. Warren, (h.c.), Earned and completed accredited programs, Bachelors of Science in Technical Management; concentration Healthcare from Keller DeVry University**

**Graduate of Medical Assistant, Georgia- North Carolina Licensed Nail Tech, Dialysis Tech, Nurse Assistant, High School Diploma, C- Level, 20 + years job experience, Georgia Ready Certified Corporate Gold Level 5**

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### **PROFESSIONAL ACCOMPLISHMENTS**

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#### **SKILL #1 LISTED HERE, Technical Management, Expert Level**

- Compliance Issues and Strategies: Data Compliance Certificate 2020
- Final Exam: Senior Software Project Manager Certificate 2020
- Illustrating Projects Certificate 2020
- Applied Inferential Statistics Certificate 2020
- Anticipating and Solving Problems as a Project Champion Certificate 2020
- E-Learning Management Development Corporate Administrator of Training, 4 years experience
- Basic Six Sigma Statistics Certificate 2020
- Project Management Certificate
- Inbound Call Center Operations, Technical Support, Customer Service 8 years experience
- Excel, Data Analysis, Human Resource Management, MS Office, Word, Publisher, Medisoftware, Statistics
- People Management, Generational Management, Problem Solving, commitment, leadership

#### **SKILL #2 LISTED HERE, Manufacturing & Production Expert Level**

- Use this space to advertise a skill group that the employer is looking for in the job description
- Operated an A-Frame Machine, 5 years experience
- Quality Control and Production Inspector, 7 years experience
- Change this section to fit the needs of the employer with your highlighted experience, skills, etc.
- Include related projects, situations, accomplishments, and results

#### **SKILL #3 LISTED HERE, Healthcare Expert Level**

- Technical Manager, Department Manager, Manufacturing Healthcare Director, or Plant Manager
- Performs quality checks then ship FDA-approved laboratory kits
- Coroner lab test, cancer pathology screenings, metabolic testing, Male Hormone Health test, **Forensic Toxicology** Post-Mortem, and Human Performance Testing, small intestine biological screening, drug, and alcohol testing, DNA testing, RNA testing, COVID19 screenings, Endocrinology Profile, Gastrointestinal Immunology Profile test, Nutritional Profile, Environmental Profile, Menopause Plus Adrenocortex Stress Profile, TD testing, AIDS/ HIV testing, food-sensitivity test, food allergens screenings, sleep and stress test,

metabolism, thyroid test, ancestry kits, Genetics clinical laboratory kits for humans and animals that include blood, urine, or saliva specimen collections, IV needles, collection tubes, surgical gloves, and tourniquets.

- Compiles a variety of medical kits with HMO/ PMO billing process coding forms, patients consent forms, Phlebotomy Codes, Telehealth, Group Health Plans, Medicare, Medicaid, Tricare medical Insurance billing forms with collection sample envelopes, cotton tip applicator saliva swabs. Place on converter belt to be scanned into the database to record quality work orders, tracking numbers utilize project management databases according to SOP. Places all the contents into a patient folder with three steps FEDEX or UPS packets of completion to mail kits off to get analyzed in safe, clean HIPAA compliant CLIA-certified clinical laboratories throughout the United States using neuroscience labs approved by independent board-certified physicians. Assures employees comply with company policies, procedures, safety data sheets, CDC guidelines, COVID19 restrictions, sanitation, PPE equipment utilizing face masks, and temperature checks at a state-of-the-art facility.

#### PROFESSIONAL EXPERIENCE

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**Department Manager**, First Choice Personnel, GBF Medical Group – High Point, Dates 01/ 2021 – 06/ 2021

**General Manager**, Zaxby's, (unemployment) – McDonough, GA Dates 05/2020 – 06/ 2020

**Professional Licensed Nail Tech/ Hair Braider/ Project Management**, CEO, Glamlife Party Spa, Lithonia, Georgia  
Dates 06/2013- 2020 (COVID19)

**Technical Support**, Conduit Global, – Mc Cleansville, NC Dates 05/2016 – 05/ 2017

**Executive Assistant**, Dekalb County Juvenile Justice CASA Program, 8-month contract, Decatur, Georgia  
Date: 01/2010 - 06/2010

**E-Learning Administrator of Management Training & Development**, Aaron Rents, Inc. – Atlanta, GA  
Dates 05/ 2005 – 05/2009

**Inbound Call Center Customer Service Rep**, InfoNxx, Dates 05/2000 - 06/2003

**Manufacturing Machine Operator, Quality Control Inspector**, Guilford Mills, Inc Date: 06/1995- 05/ 2000

#### EDUCATION

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School Name DeVry Keller University Decatur, Georgia

**Accredited Bachelor's Degree/Concentration** **Technical Management w/ Concentration Healthcare**

**Graduated** Dates: April 25, 2020

Medical Assistant, Diploma, graduated, 2004

Certified Nursing Assistant, Certificate, graduated, 2005

Dialysis Tech Diploma, graduated, 2012

Atlanta Barber & Beauty College, Nail Technology Diploma, graduated, 2009

James Madison High School, Diploma, graduated, 2000

Attended James B. Dudley High School, 1991-1994

#### Honors:

*Relevant Courses: Healthcare Medical Billing CPT Coding, Phelebotmony, Dialysis, EKG, Laboratory Specimen Collection, Nail Anatomy, Project Management, Technical Management, Supervisory & Trainer*

#### Certifications

- *Professional Licensed Nail Tech/ Manicurist, issued by the State of Georgia and North Carolina, 2013-Present*
- *50 Certificates, issuer Skillsoft, the year 2020 ( see portfolio)*

#### LEADERSHIP EXPERIENCE or VOLUNTEER EXPERIENCE

*Certificates, diplomas, degrees, transcripts, professional license, records attached to print for verification.*

*A registered PMI member of the Project Management Institute, Inc., Atlanta, Chapter; Project Management Professional (PMP) certification to gain ISO 17024, Certified Associate in Project Management (CAPM) standards. American Management Association member.*

*The International Nail Technicians Association (INTA), CPR, AED, BLS certified, ServSafe Food Handler certified. Corporate level experience in Management Training and Development. ACT Georgia Work Ready corporate Level 5, 2012.*

*No Criminal Record. Verified by Dekalb County, Orange background services, FBI, Homeland Security, State of Georgia checked approved background fingerprinting. E- Verified, non-smoker, seven recent drug-free tests six blood, nine urinalysis tests proved to have strong determination, time-management, safe, trusted, friendly, kind with excellence, integrity.*

*Registered Georgia Responder volunteer Telework Administrative Medical Assistant Healthcare Services for the State of Georgia Department of Public Health, Private hospitals, Medical Reserve Corps, protects lives during natural disasters by assisting during COVID-19 to flatten the curve as a mandated reporter and voter.*