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|  | **Kelli Wickman**k.medic.wick40@gmail.com  |

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| **Summary** |

Qualified Army Veteran and aspiring actress with a solid reputation for superior performance, accuracy and decision making.

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| **Skills** |

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| * Battlefield medic background
* Ability to work with several operating systems, skilled in Microsoft Office programs (Word, Exel, PowerPoint)
 | * First Responder instructor and trainer
* Public Speaking
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| **Experience** |

Sales and Customer Service Representative / Allure Mobility and Medical Supply - San Francisco , CA  *11/2018 - 03/2019*

* Negotiated and independently closed deals with minimal oversight.
* Followed-up with clients after installations to ensure quality service and customer satisfaction.
* Resolved customer issues using strong interpersonal skills and conflict resolution techniques.
* Completed diverse tasks on daily basis to serve customer needs, including processing and issuing money orders, managing returns and exchanges, and logging daily shipments.

Health Care Specialist/Medic / US Army - Fort Irwin , CA  *11/2015 - 12/2017*

* Interacted with patients, families, and hospital staff to maintain quality assurance and HIPPA standards.
* Maintaned updated knowledge with treatment protocols and response requirements

Operations Sergeant / US Army - Camp Humpries , South Korea  *12/2014 - 12/2015*

* Updated soldiers paperwork and records.
* Scheduled training and maintained  Master calendar.
* Oversaw training and daily performance of staff
* Responsible for the accountability, welfare, physical fitness,and administrative  actions of assigned staff.

Health Care Specialist and Operations Sergeant / US Army - Fort Myer , VA  *07/2011 - 11/2014*

* Processed and managed military awards, publications,   evaluations, daily and monthly status reports
* Managed schedule of daily medical missions for ceremonial and tactical contingency requirements
* Tracking and maintenance of Medical tactical vehicles
* Senior Medic

Emergency Care Sergeant / US Army - Fort Benning , GA  *01/2010 - 06/2011*

* Accounted for assigned high dollar medical vehicles and equipment.
* Managed Company Retention Program.
* Assisted on large scale medical missions.
* Organized and executed wide range emergency training.

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| **Education and Training** |

Academy of Art University - San Francisco, CA

Currently pursuing BFA: Acting