

JANIS HOLCOMBE

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Dynamic, dedicated, and deadline-driven professional with a broad range of experiences and achievements in written communications. A published author with significant journalism experience. Lauded for narrative and documentation abilities. A self-starter who thrives in collaborative, team-based environments; works independently with equal success. Expertise in all social media realms. Maintains professionalism and poise in all high-stress, challenging work environments. Creative, affable, and honest. A trusted employee and respected colleague.

AREAS OF EXPERTISE

- Written Communications
- Documentation
- Leadership
- Organization
- Collaboration
- Customer Service
- Multitasking
- Professionalism
- Relationship Building
- Record Keeping
- Technical Skills
- Social Media

PROFESSIONAL EXPERIENCE

CITY OF FAIRFAX, FAIRFAX, VA

FireMedic (2014-Present)

- Utilizes advanced life support skills to treat citizens in emergency situations
- Documents history, treatments, vitals, transport information and relevant legal information

SPOTSYLVANIA COUNTY DEPARTMENT OF FIRE, RESCUE, AND EMERGENCY MANAGEMENT, SPOTSYLVANIA, VA

Medic (2011-2014)

- Utilized advanced life support skills to treat citizens in emergency situations
- Documented history, treatments, vitals, transport information and relevant legal information
- Ensured professional development: keeps abreast of current protocols and methods via continuing education

VICTORIA'S SECRET, SPOTSYLVANIA, VA

Sales Support Specialist (2007-2011)

- Assisted customers with sales floor and phone orders
- Processed shipments and tracked processing to ensure appropriate and accurate records of merchandise totals for loss prevention
- Utilized Point of Sale (POS) systems

MARY WASHINGTON HEALTH CARE, STAFFORD, VA

Patient Care Technician (2009-2011)

- Assisted nurses and physicians with procedures; documented records, vitals, and health history
- Provided patients and families with exemplary customer service

THE FREE LANCE STAR, FREDERICKSBURG, VA

Writer (2001-2005)

ADDITIONAL EXPERIENCE

AUTHOR

- Self-published a nonfiction book, *Released With Minor Injuries: A Record of Bruises and Metamorphosis* (2013)

EDUCATION

Bachelor of Arts, Media Arts and Design, James Madison University, Harrisonburg, VA, 2006

SKILLS

Windows and MAC platforms; MS Office Suite; multiple documentation and record-keeping programs; social media platforms (Facebook, Twitter, Instagram, Tumblr)