

Amber Warren

Philadelphia, PA

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610.457.3113

Work Experience

Patient Care Coordinator

Cross Medical Group - Philadelphia, PA

August 2018 to Present

As a patient care coordinator I assisted patients through the process of surgery and post surgery. Patient care duties consist of assessing patients and providing them with education about their medical procedure. I work closely with the doctor and their administration staff to make sure the patient is meeting their healthcare goals.

Family Advocate

Mission Kids - East Norriton, PA

November 2017 to August 2018

As a family advocate I coordinated services to ensure consistent support to children and their families. I assisted child victims of sexual abuse, physical abuse, and/or children who have witnessed violence. I provided information to family members regarding dynamics of child abuse and the coordinated multidisciplinary response. I guided families through treatment plans and other services such as housing, public assistance, food, clothing, and counseling services.

Victim Advocate and Systems Outreach Specialist

Victim Services Center Of Montgomery County

February 2016 to November 2017

As a victim advocate of crime I supported clients at court proceedings: assisting with victim impact letters.

Offering emotional support to clients: assisting in the filing of victim's compensation on behalf of clients: performing follow-up with police and detectives and performing hospital accompaniments. I also traveled to police departments throughout Montgomery County to provide information about available resources and completed twenty-four hour hotline/crisis shifts for emergency client calls.

Classroom Coach and Peer Tutor

Cabrini College

Radnor, PA

August 2014 to December 2014

Assisting students in Political Science; help students prepare for upcoming exams and papers.

Assisting the Students: if students were having a tough time understanding their Political Science class I would assist them. I would prepare students for upcoming exams and papers. I read over papers and made corrections if needed. I would hold study sessions for all upcoming exams and also attend every class. If students had any questions during class I was always there to help them work through the issue.

Assistant Store Manager

Bonnies Toppings - Stone Harbor, NJ

May 2012 to August 2012

Oversaw and managed all areas of the restaurant and made decisions on matters of importance to guest service.

Sales Coordination: counted in/out daily float cash for the register, reconciled daily sales against cash in register and credit card receipts, closed out register and delivered final sales log to manager on site

Inventory Management: check dry goods inventory for potential order placements, deliver PO report to manager

Store Organization: maintained professional restaurant image: daily store preparation for open and close, standard food and drink items prep (dressing, bread, coffee, milk), restaurant cleanliness, and appearance

standards

Education

M.S in Criminology in Criminology

Cabrini University - Radnor, PA

September 2017 to May 2019

B.S in Criminology in Criminology

Cabrini College - Radnor, PA

January 2013 to May 2016