

Laura Quinones



**3570 Indian Queen Lane Apt 2
Philadelphia , Pennsylvania 19129**

**Contact Phone: (570) 766-7523
Contact Email: Laura.Quinones34@gmail.com**

Education

Temple University Phila. PA
Bachelor of Science, Accounting

May 2016
Cumulative GPA: 3.78 with Honors

Skills

Grant Writing
Leadership Development

Employee Training
Relationship Building

Community Outreach/Networking
Presentation Skills

Summary

Passionate, optimistic, and motivated individual with a desire to work in a fast paced team environment. An extensive background working with volunteers, patients, and employees has fostered strong interpersonal-skills to navigate a variety of tasks.

Work Experience

Disease Intervention Specialist

March 2017 – Present

Department of Public Health- Philadelphia, Pennsylvania

- ◆ Conduct timely field investigative activities to locate individuals with suspected or confirmed infections and assure appropriate examinations/treatments
- ◆ Create personal schedules, timetables, and goals in order to reach monthly and yearly team quotas
- ◆ Participant in the PDPH Computer Tablet-Pilot Program, working to evaluate the practicality of using new technology to increase productivity
- ◆ Collaborate with health care providers in the Philadelphia area to mainline access to disease testing, treatment, and partner services
- ◆ Train incoming staff on work management, utilizing a new tablet-based protocol

State Deputy Canvass Manager

July 2017 – December 2017

Community Outreach Group – Pittsburgh, Pennsylvania

- ◆ Introduced a state recruitment plan that had a total intake of 800 potential employees
- ◆ Created a canvass training curriculum meeting COG policy standards and tailored towards access to reproductive healthcare
- ◆ Hired and trained a staff that maintained an average of 200 employees across three offices in the State of Pennsylvania
- ◆ Assisted in managing a state budget of \$75,000
- ◆ Office Administration duties included on-boarding and payroll approval of paid canvassers

External Affairs/Education Intern

January 2015 – August 2016

Planned Parenthood Southeastern Pa

- ◆ Collaborate with new and existing stakeholders-including elected officials, coalition partners, and volunteers to expand PPSP efforts
- ◆ Maintain volunteer and supporter data systems
- ◆ Coordinate volunteer and advocacy events including phone banks, canvasses, and monthly volunteer nights
- ◆ Organize recruitment efforts to effectively increase supporter and volunteer numbers.

Awards and Certificates

- ◆ Young Volunteer of the Year, Planned Parenthood Southeastern Pennsylvania (2015)
- ◆ Certified Health Education Specialist (CHES)
- ◆ Phlebotomy Certified (2018-Current)