

Lacey D. Davis

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EDUCATION

B.S., Community Health Education with Human Biology Minor June 2013
Western Oregon University, Monmouth, OR

CERTIFICATIONS

Certified Health Education Specialist (CHES) April 2014-Present
National Commission for Health Education Credentialing (NCHEC)

Protecting Human Research Participants Certificate April 2012
The National Institutes of Health (NIH)

EXPERIENCE

Project Support Specialist September 2014-Present
The Research Institute (TRI), Monmouth, OR

- Participate and take notes at weekly Center on Early Learning (CEL) meetings, monthly Child Care Resource & Referral Directors' Meetings, and annual CEL Conferences
- Create invoices in Banner Financial System and verify that W-9 forms are filled out correctly
- Enter sensitive information from stipends into excel spreadsheets to keep track of classes child care providers have completed
- Answer 1-800 line calls to refer parents and child care providers to local Child Care Resource and Referral agencies and other community resources
- Keep track of inventory, order, and distribute materials to 12 partner agencies
- Utilize ASANA project management software and schedule meetings via Adobe Connect
- Check portfolios submitted into the Quality Rating and Improvement System (QRIS) for completeness

Laboratory Assistant II July 2013-September 2014
Salem Hospital, Salem, OR

- Worked as a team player to allow for the smooth and timely flow of processing patient specimens
- Entered patient information into electronic medical records system (EPIC) and laboratory software
- Labeled, handled, and sorted laboratory specimens properly to prevent laboratory accidents
- Corrected data entry errors and verified patient medical insurance
- Communicated with patients and laboratory staff in person and over the telephone

Public Health Intern Winter 2013
Polk County Family and Community Outreach, Dallas, OR

- Collected research on School-Based Health Centers SBHCs through interviews, online data, and touring school districts
- Diagnosed challenges with implementing and sustaining SBHCs in Oregon
- Attended and volunteered at Oregon's SBHC Awareness Day at the state capitol

- Developed networking skills by attending Polk County Service Integration meetings
- Compiled findings into a paper and power-point presentation after 120 hours of research

Inventory Specialist/Computer Lab Attendant

June 2010- June 2013

Western Oregon University Computing Services, Monmouth, OR

- Entered computer and other electronics data into WOU inventory system
- Communicated with others by answering the phone and creating service request tickets
- Maintained a quiet study area and assisted students with computers and printers
- Conducted inventory updates and created floor plans to locate computing equipment

WOU CAMPUS & COMMUNITY INVOLVEMENT

Oregon School-Based Health Alliance Volunteer

March 2013

Oregon School-Based Health Alliance, Portland, OR

- Checked in school-districts participating in Awareness Day
- Learned about the impact House Bill 2445 and Senate Bill 436 will have on school-based health centers
- Communicated with school-based health center workers and youth from various school districts
- Assisted with setting up posters and tables to present information

National Society of Leadership and Success (Sigma Alpha Pi)

Spring 2010-Present

Western Oregon University, Monmouth, OR

- Participated in Leadership Training Day
- Attended motivational speaking events to learn leadership and communication skills
- Facilitated meetings with success networking team to brainstorm goals and receive feedback

Student Enrichment Program (SEP) Participant

September 2008-June 2013

Western Oregon University, Monmouth, Oregon

- Participated in the Summer Bridge Program and learned about campus resources
- Completed coursework in “Becoming a Master Student” and “Becoming a Critical Thinker”
- Met with an advisor twice a term to evaluate educational goals
- Attended SEP academic, personal, and career seminars

Student Enrichment Program (SEP) Peer Advisor, Summer Bridge Program

September 2010

Western Oregon University, Monmouth, OR

- Demonstrated leadership by keeping program participants engaged in activities
- Organized service learning project and prepared workshop power-point presentations
- Explained the value of the SEP program to community members to recruit program donations
- Collaborated as a group to plan activities that would leave an impacting Freshman experience
- Co-taught a college etiquette lecture to incoming college students

Elections Committee Member

Fall 2012-Winter 2013

Monmouth Student Nurses Association (MSNA), Monmouth, OR

- Assisted with creating a survey monkey and creating MSNA position application
- Helped put MSNA float together and participated in the WOU Tree Lighting parade
- Attended monthly MSNA meetings and gained knowledge on OHSU nursing program and health promotion programs in the community