JAYLA PHILLIPS

Healthcare Operations & Inventory Professional | Finance Student

318-349-1456 • haleyylewis97@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented healthcare professional with experience in inventory control, cost tracking, computerized recordkeeping, and administrative support. Currently pursuing degrees in finance and healthcare management. Proficient in Microsoft Excel, including formulas, data sorting and filtering, and spreadsheet reporting. Interested in applying analytical reasoning, data accuracy, and financial coursework to AI training and finance-focused opportunities.

CORE SKILLS

Microsoft Excel (formulas, sorting/filtering, spreadsheet reports) • Inventory reconciliation • Cost and usage tracking • Supply ordering • Data entry and quality control • Documentation • Critical thinking • Cross-functional communication

PROFESSIONAL EXPERIENCE

Certified Nursing Assistant / Inventory Technician | PAM Golden | *Nov 2025 – Present*

- Count and reconcile medical supply inventory, identify discrepancies, and maintain accurate computerized inventory records.
- Track supply costs and usage, coordinate replenishment orders, and monitor stock levels to support efficient operations.
- Provide patient care while maintaining accurate clinical documentation and coordinating with healthcare teams.

Certified Nursing Assistant | Central Park Rehabilitation | *Feb 2026 – Present*

- Support patient daily living needs and document care observations accurately for the clinical team.
- Communicate changes and collaborate with nurses and colleagues to support consistent patient care.

Certified Nursing Assistant | BrightStar Home Health | *Jun 2026 – Present*

- Deliver individualized home-based patient support while maintaining timely and organized care documentation.
- Communicate with patients and care teams to support continuity of services.

Travel Certified Nursing Assistant | PrimeTime Healthcare | *Jun 2023 – Aug 2025*

- Provided direct patient care, monitored vital signs, and accurately reported changes during travel assignments.
- Assisted with Friday secretarial duties, supporting administrative workflow and team communication.

Earlier Healthcare Experience | Multiple employers | *Feb 2018 – Jan 2023*

GQR / Eastern State Hospital (Behavioral Technician); Christus Health; Life Care; Brentwood Hospital; Garden Park Nursing & Rehabilitation. Additional assignment: Rapid Staff / University Medical Center New Orleans (Jan–Mar 2020).

EDUCATION

Western Governors University | Bachelor of Science in Finance — In Progress | Expected May 2027

Bossier Parish Community College | Associate Degree in Healthcare Management — In Progress | Expected Dec 2027

Shreveport Job Corps Opportunity Center | High School Equivalent | 2018