

The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor's Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2nd Floor, Columbus, OH, 43215.** Please contact your Neighborhood Liaison with any questions or comments.

| FIELD Step #4 legistar Area Commissioner | CURRENT INFORMATION Re-appointment/Appointment of , Columbus, Ohio to serve on the Area Commission with a term expiration date of . | NEW INFORMATION (1) Please print new information clearly, OR (2) Place a "check" in these boxes if member is re-elected and information is unchanged (3) Do not forget to update "Term Expiration" for re-elected members |
|--|--|---|
| First Name | «FirstName» | ✓ Michelle |
| Last Name | «LastName» | ✓ Jamison |
| Title | «Title» Area Commissioner | ✓ |
| Address | «Street_Address» | ✓ 1413 E. Blake Ave. |
| City | «City» Columbus | ✓ Columbus |
| State | «State» Ohio | ✓ OH |
| Zip Code | «PostalCode» 432 | ✓ 43211 |
| Home Telephone | «HomePhone» (614) - | ✓ 614-266-7251 |
| Work Telephone | | 614-294-6347 ext. 316 |
| Fax Number | «FaxNumber» | |
| Email Address | «EmailAddress» | ✓ mbanks1971@gmail.com |
| District/Designation | «Designation» | ✓ #8 |
| Term Start Date | «Term_Start_Date» / / | ✓ 6/17/17 |
| Term Expiration | «Term_Expiration» / / | ✓ 6/2019 |
| Seat Succession | | ✓ vacant |

Chairman of Commission's Signature _____

Commissioner Profile

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AREA COMMISSIONER PROFILE

Name Michelle Jamison

Address 1413 E. Blake Ave.

Home Phone 614-266-7251

Work Phone Number 614-294-6347 ext. 316

Email Address mbanks1971@gmail.com

Please provide a brief description of your background including the following:

How long have you lived in Columbus 9

Where do you currently work, or if retired, where have you worked in the past?

St. Stephen's currently. (St. Stephen's Community House)
The Little Clinic, Ohio Department of Health

Describe your community involvements in the past

Linden McKinnely PTA, Linden Litter League

List your current affiliations

The Word Church of God, Brightening Little Lives
Baby Nook

This information will be kept on file in the Mayor's Office

MICHELLE L. JAMISON

1413 E. Blake Avenue ♦ Columbus, OH 43211 ♦ Cell: 614-266-7251

♦ E-mail: mbanks1971@gmail.com

Advocate ♦ Liaison ♦ Intervention Specialist

Solutions oriented business professional with a diverse background in social and customer service. Ambitious and willing to contribute my passion, knowledge and experience to help enrich lives of others. Possesses a strong work ethic and with excellent communication skills.

SUMMARY

Advocate
Team Player
Analytical

Interpersonal Skills
Decision Maker
Coach

Customer Service
Liaison
Needs Assessment

CAREER PROGRESSION

ST. STEPHEN'S COMMUNITY HOUSE

NEIGHBORHOOD INTERVENTION SPECIALIST

COLUMBUS, OH

2016- PRESENT

- Creating and building client relationships by enhancing the Brightening Little Lives Baby Nook programs creative synergies.
- Successfully coordinated, recruited and marketed the visibility of the Fresh Free Produce Market at St. Stephens' Community House
- Attended training and secured the Memorandum of Understanding (MOU) between Columbus Public Health and Saint Stephens Community House.
- Created a positive and safe learning environment for all mothers and parents, by building a rapport of confidentiality, loyalty, and trust.
- Utilized out-side resources to address situational crisis; to advocating on individuals and family's behalf.
- Facilitated connections with appropriate community resources.

THE LITTLE CLINIC

REGIONAL TRAINER/PATIENT CARE TECHNICIAN

COLUMBUS, OH

2012- 2015

- Coordinated and managed front desk (greet patients, set appointments, order supplies & marketing)
- Provided coaching and training to newly hired employees; which aide in building confidence/personal development
- Provided activities and support to children, parents and patients during visit
- Assisted Nurse Practitioner in preparation of patient exams, documents and data entry
- Submitted daily reports of clinical operations and revenue via personal computer

OHIO DEPARTMENT OF HEALTH

OFFICE ASSISTANT/STNA/EXECUTIVE SECRETARY

COLUMBUS, OH

2010 -2012

- Greeted and provided customer service to general public, vendors and clients
- Operated personal computer to input data, office equipment, answered multi-lined phone and distributed company mail
- Maintained effective relations with coworkers, clients and upper management
- Responsible for dissemination of information and services via telephone, email and literature in the community.

MAXIM HEALTHCARE SERVICES
FRIENDS AT RIGHT AT HOME

HOME HEALTH AIDE

COLUMBUS, OH

WHEELING, WV 2008 - 2010

- Provided assistance to patients with daily living support in the privacy of their home
- Ensured vital sign findings and food/fluid intake and output recorded on appropriate agency forms
- Maintained responsibility for the accurate documentation of medical records, while protecting patient/client confidentiality
- Participated in and receive report daily at start of shift; planned and organized work assignment
- Partnered with parents, care providers and nurses to structure treatment plans customized to specifically meet client needs.

PHILADELPHIA COLLEGE OF OSTEOPATHIC MEDICINE PHILADELPHIA, PA 2004 - 2006
MEDICAL ASSISTANT (INTERN)

- Successfully assisted large populations of diverse patients (physically disabled, ethnic and socio-economic backgrounds) in getting medical treatment
- Performed all laboratory, phlebotomy and veinpuncture procedures; accurately processed all specimens.
- Obtained vital signs, height/weight, and medical history; performed point of care testing.
- Created, maintained, filed, purged patient records using an EMR system.

TENET HEALTHCARE CORPORATION (ST. CHRISTOPHER'S HOSPITAL FOR CHILDREN)
CUSTOMER/PATIENT LIAISON PHILADELPHIA, PA 2002 - 2007

- Provided direct and indirect patient care duties under the supervision of a Registered Nurse and Physician
- Responsible for the implementing components of the plan of care relating to basic human, mental health and social needs; comfort, safety and emergency measures
- Established and fostered rapport with child, parents and medical tea; including outside resources
- Identifying barriers, financial needs or deficits; reviewing addressing and putting in place a corrective plan of action
- Excellent communication skills, both written and verbal

EDUCATION

COMMUNITY COLLEGE OF PHILADELPHIA, MEDICAL ASSISTANT & OFFICE MANAGEMENT (2006)
 FRANKLIN LEARNING CENTER, CERTIFICATE OF STATE TESTED NURSING ASSISTANT (1999)

TECHNICAL SKILLS & PROFESSIONAL DEVELOPMENT

SOFTWARE: MS Word, MS Excel, PowerPoint, Outlook

OPERATING SYSTEMS: Windows 10, XP (Home & Professional), Vista

- 03/2016 Certified as An Ohio Benefit Bank Counselor
- 07/2016- 09/2016 Served as the OhioHealth Food and Nutrition Center Coordinator
- 5/2017 Secured \$500.00 donation for Brightening Little Lives Baby Nook Birthday Celebration
- 06/2017 Appointed as the South Area Linden Commission for District #8