

# Mary Talley

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## Overview of Qualifications

- ☑ Accomplished professional with a solid experience in healthcare, logistics, and corrections operations.
- ☑ Expert at providing comprehensive assistance in planning and managing patient care.
- ☑ Versatile and proactive problem solver offering quality medical office support.
- ☑ Effective in security assessments, safety assurance, and regulatory compliance.
- ☑ Experienced in supplies management, process improvement, and project support.
- ☑ Adept at recordkeeping, office logs data, and customer support.
- ☑ Highly adaptable to ever changing circumstances within a fast-paced and demanding environment.

## PROFESSIONAL EXPERIENCE

### **Sheriff's Office, Ledyard, CT**

#### **Detention Classification Specialist • 2015 – Present**

- Conduct security assessments to classify inmates booked into the Hillsborough County jail by reviewing criminal histories, medical records, prior institutional behavior, etc.
- Determined initial safe housing for inmates; assess inmates for reclassification every 60 days.
- Review, approve, and coordinate the release of inmates from jail to other jurisdictions, federal, correctional and law enforcement agencies, programs, mental health facilities.
- Process court dockets for felony, misdemeanor, and traffic court.
- Determine inmates' eligibility for placement on trusty status to perform work assignments.
- Research and verify incomplete information on inmates' charges/status.

### **VA Hospital, Ledyard, CT**

#### **Advanced Medical Support Assistant • 2014 – 2015**

- Coordinated with the patient care team to assist in managing and planning patient care.
- Reviewed the clinic utilization practices by using various reports.
- Provided administrative support by resolving operational issues.
- Monitored pre-appointment requirements to ensure readiness for procedures or doctor's visits.
- Scheduled and processed admissions; prepared release of medical information documents.
- Maintained supplies inventory by checking stock to determine inventory level and support the needs of the clinic; placed and expedited orders for supplies.

### **VA Medical Center, Ledyard, CT**

#### **Health Technician Physical Therapy • 2012 – 2014**

- Utilized computerized patient record system to provide information to patients.
- Scheduled appointments in Veterans Health Information Systems and Technology Architecture system; updated patient demographics in the system.
- Ensured patients checked in properly; notified Therapist about patient arrivals and ask ICB to update patient insurance information in the system.
- Inspected and maintained all assistive devices for patient use and treatment procedures.
- Assisted in orienting new hires in VA computer system usage; participated in interview panels.

### **Sheriff's Office, Ledyard, CT**

#### **Detention Deputy • 2005 – 2012**

- Directed verification processes for intake information and inmate identities; maintained inmate property inventory lists.
- Supervised inmate activities in accordance with established policies to prevent disturbances.
- Operated remote control panels and manual cell locks; conducted and verified inmate counts.
- Patrolled housing and confinement areas; maintained office logs and controlled civilian traffic in restricted areas.

**Health Center, Ledyard, CT**

**Medical Assistant • 2003 – 2005**

- Scheduled appointments, maintained medical records, and provided other administrative assistance by performing various clerical functions.
- Recorded vital signs and medical histories in patient charts.
- Prepared patients for examination; performed blood draws and administered injections.
- Ensured proper inventory control by ordering medical/lab supplies and office equipment.
- Authorized drug refills and provided prescription information to pharmacies per physicians.

**US Army, Ledyard, CT**

**Automated Logistics Supply Specialist • 1997 – 2006**

- Achieved an inventory accuracy rate of 99% on supplies and equipment worth \$10+ million.
- Maintained stock records and additional documentation ensuring proper inventory, material control, accounting and supply records.
- Directed and counseled teams assigned to various projects.
- Established and maintained automated and manual accounting records; led activity records reconciliations for monthly/quarterly reporting and status reviews.
- Prepared reports on labor/equipment, material relocations, and stock.

## EDUCATION & TRAINING

University of Connecticut, Storrs, CT

**Master of Science in Psychology/Human Behavior**

University of Connecticut, Storrs, CT

**Bachelor of Science in Interdisciplinary Social Science**

Griffins Community College, Storrs, CT

**Associate of Arts in Liberal Arts**

Professional Career Institute, Storrs, CT

**Medical Assistant Diploma**

Griffins Community College, Storrs, CT

**Correctional Officer Certification**

## OTHER SKILLS

- |                         |                      |
|-------------------------|----------------------|
| - MS Office Suite       | - Basic Pharmacology |
| - Medical Laws & Ethics | - First Aid/CPR/AED  |
| - HIPAA                 | - Decision Making    |
| - ICD-9/CPT Coding      | - Prioritizing       |

## REFERENCES

References are available upon request.