



Jody-Ann Johnson

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Profile

Enthusiastic, professional, and motivated individual with an aspiration to work in health care management. Possesses strong leadership, organizational, and communication skills with an overall understanding of scientific research techniques, and client relationship management. Endeavors to produce successful results efficiently and passionately.

Skills

- Possess strong interpersonal and collaborative skills; strong ability to work enthusiastically in teams.
- Strong computer software skills: Microsoft Office (Word, Excel, PowerPoint, Access), HubSpot, Bullhorn, WordPress, ClickedIn, LinkedIn Recruiter, LinkedIn Sales Navigator, and social media platforms; learn new programs quickly.
- Possess strong organizational, multitasking, and time management skills; ability to manage part-time employment and full-time studies.
- Possess strong problem-solving and critical-thinking skills.

Education

Bachelor of Science Degree, Major: Biology; Minor: Forensic Science

Saint Mary's University, Halifax, NS

Associates Degree, Natural Sciences

Antigua State College, St. John's Antigua

Work Experience

Junior Physician Recruitment Consultant

April 2023-Present

CanAm Physician Recruiting Ltd, Halifax, NS

- Source physician candidates using a variety of tools, platforms, and strategies.
- Interview qualified candidates to present to healthcare clients across Canada.
- Coordinate with the COO to improve and develop recruiting and sourcing strategies.

Human Resources & Business Development Coordinator

Aug 2022-May 2023

CanAm Physician Recruiting Ltd, Halifax, NS

- Onboarded 12 novel clients requiring physician recruitment assistance.
- Engaged in client negotiations and client onboarding.
- Assessed 10-15 physicians per day and present qualified candidates to physician recruiters for placement.
- Created graphic presentations to present to prospective healthcare clients.
- Created and manage campaigns to source specialists using a variety of platforms and tools.
- Coordinated with physician recruiters, COO, CEO, and Marketing Director to support the business development, physician recruitment, and Marketing processes.

Executive Assistant, CEO

May 2020-Jul 2022

CanAm Physician Recruiting Ltd, Halifax, NS

- Managed and prioritized CEO's schedule for strategic issues.
- Executed administrative tasks such as scheduling, submission of financial reports, and other correspondence for the CEO
- Preserved confidentiality of the company's communications and documentation
- Efficiently administered accounting activities weekly such as preparing invoices and aged statements and managing purchases.
- Coordinated daily with physicians globally through various media to explain the best licensing pathway based on a full assessment of CV and goals; Build and improve CVs for submission to licensing bodies.
- Coordinate communications and negotiations with clients, such as regional hospitals, health authorities, clinics and pharmacies that are interested in recruiting physicians.
- Organize and help to develop strategies to improve physician recruitment efforts such as boosting social media engagement, incorporating IMG consultation services, and utilizing major Canadian medical associations and residency programs.
- Present new and updated licensing procedures to recruiting/HR team.

Student Success Teaching Assistant

Sept-Dec 2020

Saint Mary's University, Halifax, NS

- Conducted virtual group discussions and activities with first-year Chemistry students to assist with their high school to university transition during the COVID-19 pandemic.
- Provided guidance to students during laboratory sessions to complete assigned laboratory assignments and reports.
- Collaborated with Chemistry Coordinator and other student mentors to address student needs and develop strategies to improve the Student Success Program
- Evaluated and recorded student performance through Brightspace

Laboratory Demonstrator, Teaching Assistant

Sept 2019- Apr 2020

Saint Mary's University

- Assisted first-year Chemistry students during in-person laboratory sessions by providing guidance to correctly execute assigned experiments and complete lab reports.
- Evaluated, supervised, and recorded student performances on pre-lab assignments, lab reports, and exams.
- Assisted lab technician to prepare reagents and supplies for scheduled lab sessions.
- Demonstrated patience while managing difficult situations.

Research Assistant

Feb-Jul 2019

Dalhousie University & Nova Scotia Health Authority, Halifax, NS

- Conducted monthly telephone interviews with elderly participants of a research study to investigate the impact of specific devices on their day-to-day activities.
- Preserved confidentiality of all communication and documentation
- Collaborated with the principal investigator and research coordinator to improve research strategies.

Volunteer Experience

Lab Assistant

Jul-Aug 2017

Mount St. John's Medical Center, St. Johns, Antigua

- Assisted lab technicians with the examination of collected samples in the microbiology, chemistry, pathology, and histology departments.
- Gained knowledge on various examination and observatory techniques to determine the absence or presence of diseases or irregularities from collected samples.
- Calibrated, operated and sterilized lab equipment such as microscopes, centrifuges, incubators, and analyzers

Hospice Volunteer

Jul-Aug 2016

St. John's Hospice, St. John's, Antigua

- Provided comfort and compassionate advocacy for patients by being a companion
- Worked with hospice professionals to assist with personal duties of patients

Religious Instructor

2015-2017

Child Evangelism Fellowship, St. John's, Antigua

- Hosted educational and engaging activities with a team of youth evangelists at various community churches for children between 5-12 years old
- Engaged children using visuals, games, music, and rewards to encourage participation
- Resolved conflicts between parties

Worship Leader

2015-2018

Bendals Church of Christ, St. John's, Antigua

- Guided the congregation in weekly worship services with a team of backup singers, instrumentalists and music software engineers
- Organized rehearsals and schedules for band members; Presented music selections to members before rehearsals

Societies/Awards/Certifications

• Google Project Management Certification	Present
• Treasurer of SMU Caribbean Society	2021-2022
• RBC Talent Hub Entrepreneurial Mindset Success Certificate	2021
• SMU Achievement Award	2021
• Member of SMU Children's Wish Foundation	2019
• SMU Entrance Scholarship (\$8000)	2018
• Dorothy Edwards Currie Scholarship	2016-2018
• Silver Award for Academic Excellence: Ministry of Education of Antigua and Barbuda	2017
• Dean's list at Antigua Girls' High School	2011-2016
• Secretary of the Student Council at the Antigua Girls' High School	2014-2015
• Treasurer of the Interschool Christian Fellowship	2015-2016

Personal Interests

CURRENT PASSIONS: New & upcoming Photo model; Experimental cook and photographer; Avid reader of non-fictional & fictional literature; Fervent listener of classical Jazz & Soul music

Referees (Upon Request)
