

Adley Leon

Public Health Program Specialist

📞 (916) 555-6437 ✉️ adley.leon@example.com

🌐 linkedin.com/example/adleyleon 📍 Sacramento, CA 95818

STRENGTHS

- 👥 **Community Outreach**
Connected residents with clinics, preventive services, and local resources during events and field work. Partners became reliable referral contacts.
- ♥️ **Client Support**
Used patient interviews and document review to clarify next steps. People left conversations with practical service options.
- 🏢 **Program Coordination**
Aligned clinics, events, education, and referrals around community needs. Colleagues relied on organized follow through.
- ♥️ **Data Informed Planning**
Turned feedback, service patterns, and basic statistics into outreach priorities. Simple tracking made weekly reviews clearer.
- 📄 **Health Education**
Created plain language materials for varied audiences. Community members responded well when information felt usable and respectful.

SKILLS

- Public Health Coordination
 - Community Outreach
 - Health Promotion
 - Needs Assessments
- Client Interviews Service Referrals
- Eligibility Review Funding Tracking
- Community Resources
- Medical Terminology
- Basic Statistics Clinic Coordination

SUMMARY

Public Health Program Specialist with five years of experience coordinating community health initiatives, clinics, outreach, needs assessments, referrals, eligibility support, field visits, and health education for diverse populations. Public Health graduate with a valid California driver's license and practical knowledge of **medical terminology**, **basic statistics**, community resources, **special funding** tracking, **marketing principles**, and health promotion. Translates social and economic factors into accessible program activities, service connections, and respectful client engagement. Coordinates with patients, health professionals, community organizations, staff, and volunteers while maintaining accurate records and supporting grant funded deliverables. Background includes client interviews, eligibility document review, public events, home and field visits, basic supervision, data informed planning, and clear health communication.

EXPERIENCE

Public Health Program Specialist

Capital Community Wellness Network 📅 March 2024 - Present 📍 Sacramento, CA

Leads community health programming across clinic, outreach, education, and field settings. Coordinates schedules, referral pathways, grant records, client support, health promotion events, and daily guidance for outreach staff and volunteers.

- Coordinated clinic, outreach, and field programming around documented population needs and referral pathways.
- Used client feedback, service patterns, resource inventories, and **basic statistics** to set outreach priorities.
- Tracked grant expenses, activity records, and supporting documents for funding monitoring and reporting.
- Interviewed clients, reviewed **eligibility** documents, and connected residents with health and social services.
- Planned **health promotion** events with audience focused messaging for communities facing access barriers.
- Guided **outreach** staff and volunteers during clinics, reinforcing documentation, respectful service, and escalation procedures.

Public Health Project Specialist

Sierra Family Health Collaborative 📅 January 2022 - February 2024 📍 Roseville, CA

Managed recurring clinics, community events, client interviews, field visits, eligibility documentation, outreach data, health education materials, and **special funding** records. Supported program evaluation through accurate case notes, participation data, and concise reporting.

- Coordinated recurring clinics and events with participant flow, education materials, referrals, and follow up records.
- Conducted **client interviews** and **field visits** that surfaced care barriers and household service needs.
- Verified coverage documents, maintained case notes, and routed unresolved eligibility questions to program staff.
- Summarized outreach data and **basic statistics** for participation and community reach reviews.
- Created plain language **health education** materials using **medical terminology** and culturally responsive messaging.
- Organized activity evidence, service counts, and records for internal grant monitoring and reporting.

Community Health Outreach Coordinator

Community Health Access Partners 📅 June 2021 - December 2021 📍 Davis, CA

Field Visits Health Education

Marketing Principles

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Public Health Program Specialist at Capital Community Wellness Network (2.6 Years)
- Public Health Project Specialist at Sierra Family Health Collaborative (2.1 Years)
- Community Health Outreach Coordinator at Community Health Access Partners (6 Months)

Delivered supervised community **outreach**, health education, intake conversations, field support, event logistics, needs assessment activities, and referral documentation. Built practical experience connecting residents with preventive services, coverage options, clinics, and local resources.

- Delivered **health education** at neighborhood events, connecting residents with preventive services and local resources.
- Conducted supervised intake conversations and routed residents toward coverage, social services, and clinic referrals.
- Maintained attendance, referral, and follow up records for weekly outreach reviews.
- Collected structured community feedback that documented recurring barriers to care and service access.
- Prepared outreach materials and event logistics using audience appropriate **health promotion** messaging.
- Accompanied experienced staff on **field visits**, documenting needs and following safe community practices.

PROJECTS

Community Clinic Access Initiative 📅 2024

Improved clinic coordination by aligning outreach schedules, referral information, education materials, and client follow up records across community settings.

Health Promotion Outreach Campaign 📅 2023

Built accessible education materials and event messaging that connected families with preventive services, community resources, and coverage support.

Community Needs Assessment 📅 2022

Collected client feedback, service patterns, and resource information to clarify access barriers and guide practical outreach priorities.

LEADERSHIP & AWARDS

- Recognized by program leadership for dependable grant documentation and organized funding records.
- Selected to guide outreach staff and volunteers during clinics, events, and field activities.
- Commended by community partners for clear, respectful health education and referral support.

EDUCATION

Bachelor's Degree in Public Health

University of California, Davis 🎓 GPA: 3.5 📅 2021 📍 Davis, CA

Coursework: Community Health, Epidemiology, Health Promotion, Biostatistics

CERTIFICATIONS

- Valid California Driver's License 📅 2020
- Bachelor of Science in Public Health 📅 2021

TECHNICAL SKILLS

- Public Health Programs:** Clinic Coordination, Outreach Planning, Health Promotion
- Community Assessment:** Needs Assessments, Client Feedback, Resource Inventories
- Client Services:** Client Interviews, Service Referrals, Field Visits
- Eligibility Support:** Document Review, Coverage Verification, Case Notes
- Health Education:** Medical Terminology, Plain Language, Community Presentations
- Program Data:** Basic Statistics, Participation Tracking, Service Counts
- Funding Administration:** Special Funding Tracking, Grant Records, Activity Evidence
- Marketing Practices:** Audience Messaging, Outreach Materials, Promotion Campaigns
- Clinic Operations:** Participant Flow, Event Logistics, Follow Up Records
- Supervision Skills:** Staff Guidance, Volunteer Support, Escalation Procedures
- Community Resources:** Health Services, Social Services, Resource Connections
- Field Engagement:** Home Visits, Field Visits, Safe Client Interaction

PROFESSIONAL AFFILIATIONS

- Community health outreach and education networks supporting local access initiatives.
- Public health professional communities focused on health promotion and service coordination.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST