

COUNCILWOMAN
JOSEPHINE JOAN DIRUZZO
141 ROOSEVELT STREET
PROVIDENCE, RI 02909
Res: 943-1974



COMMITTEES

City Property
Chairwoman

Public Works

City of Providence, Rhode Island

April 7, 2004

Mr. Michael Clement
City Clerk
City Clerk's Office
City Hall
Providence, RI 02903

Dear Mr. Clement:

Enclosed please find a resume for Luci Parent, whom I am appointing to the Providence External Review Authority as a member of the Board to replace Carol Jutras, who recently resigned.

Please let me know if I need to send you any further information.

Thanking you, I am –

Sincerely,

A handwritten signature in cursive script that reads "Josephine DiRuzzo".

Josephine DiRuzzo
Councilwoman/Ward 15

Enclosure

Cc: Mary K. Harris, Chairperson, Providence External Review Authority

IN CITY COUNCIL

MAY 20 2004

**READ
WHEREUPON IT IS ORDERED THAT
THIS SAME BE RECEIVED**

CLERK

**Luci A Parent
164 Webster Ave
Providence, RI 02909
(401) 946-5834**

Education: Central High School
Providence, RI

Training/ Skills: Computer literate including: MS office, Excel, Word perfect and Microsoft outlook.
Also trained to take vital signs including: Blood pressure, pulse, Weight, height, pulse ox, temperatures, ekg's, blood sugars, and holter monitors.
CPR certified and trained to administer oxygen.

8/2003 – Present **Landmark Medical Center, Woonsocket, RI**
Practice Manager – Landmark Senior Health

Manage and provide administrative support at a Landmark Medical Center satellite office for seniors and internal medicine. Oversee staffing of one physician, a nurse practitioner, two nurses, a social worker and two front office support staff. Liaison person between Hospital administration and physicians. Develop and implement policies and procedures. Responsible for daily operations, the hiring, training, orientation and supervision of office staff, performance appraisals, payroll, medical and general office supply ordering/inventory, medical records management, quality assurance and ensure compliance with federal and state regulations. Back up to medical assistant providing clinical duties including vaccines. Schedule laboratory and diagnostic testing.

4/1997 – 8/2003 **Landmark Medical Center, Woonsocket, RI**
Medical Receptionist

With this position, my daily duties included maintaining a multi line phone system. This including being able to triage phone calls from patients and their family's. Greeted patients as they entered the office took care of scheduling any diagnostic testing and scheduling any appointments necessary with specialist. I was also responsible for preparing and maintaining all medical records. Assisted the office manager with any inventory of supplies.

Luci Parent
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10/1992 – 2/1997

Local 217, Providence, RI
Scheduling coordinator / Receptionist

My responsibilities in this position included answering a multi line phone system. Was responsible for hiring wait staff and bartenders to work at the Westin Hotel, Biltmore Hotel and the Rhode Island Convention Center. I scheduled staff to perform these duties at these facilities. I also was a secretary to the Union Representatives. With this responsibility, I had to perform typing tasks and data entry and other duties as requested.

References:

References will be provided upon request.

4/5/04

To Whom It May Concern

RE: Luci Parent

Subject: Healthcare Provider CPR with AED

From: William A. Wilkins RN, BSN
CPR/ACLS Instructor at Landmark Medical Center

Luci has successfully passed CPR for healthcare provider at Landmark Medical.

Thank You,

W. Wilkins



401 - 769- 4100 ext 2077



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DEPT. OF
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