

PANKTI PATEL



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Parkland, FL 33076

PROFESSIONAL SUMMARY

Highly motivated, creative self-starter with excellent analytical, organizational and problem-solving abilities. Proactive Learning Management System (LMS) Administrator maintains, manages, and optimizes an organization's LMS platform to facilitate education, training, and development programs. Proficient in overseeing LMS operations and supporting users in achieving their learning objectives.

SKILLS

- User Management
- Learning Management System Expertise
- Adaptive Learning
- Learning Analytics
- Curriculum Planning
- Content Development
- System Configuration
- Teamwork
- Leadership
- Initiative
- Interpersonal
- Problem Management
- Preventable Diseases
- Crisis Intervention
- Law Enforcement Collaboration
- Case Management
- Managed Grant Budget Experience

EDUCATION

Ryerson University
Toronto, Canada • 06/2019

Bachelor of Applied Science:
Occupational & Public Health

Ryerson University
Toronto, Canada • 06/2019

WORK HISTORY

GE Vernova - EHS IT Specialist

09/2024 - 04/2025

- Train new users, launch newly implemented applications, and create/maintain training materials
- Partner with business unit teams to manage implementation plans for new functionalities and tools
- Manage user permissions based on defined responsibilities
- Address user support tickets and liaise with vendors for resolutions
- Provide support for reports, data analysis, and reviews for the EHS HQ team as needed

Broward Health Imperial Point - Clinical Education Assistant

Fort Lauderdale, FL • 03/2024 - 09/2024

- Contributing to a positive work environment with strong interpersonal skills and proactive teamwork by providing operational support for the clinical education department.
- Collaborating with learning management system (LMS) administrator for ensuring data integrity for all educational records.
- Serving as a resource for stakeholders for educational programming.
- Creating and managing user accounts, roles, and permissions within the LMS (HealthStream)
- Uploading, managing, and organizing learning materials, including modules, courses, documents, videos, and assessments.
- Providing technical support to users, including instructors and learners.
- Generating and analyzing reports on user engagement, course completion rate, and other performance metrics.

Youth Outreach Services - Prevention Specialist

04/2022 - 05/2023

- Promoted the "Making Proud Choices" curriculum to provide youth with supports, resources, and skills in order to understand the

CERTIFICATIONS

Certifications

- **Environmental Health Specialist (Trainee)** - National Environmental Health Association
- **Professional Food Handler Certificate** - National Environmental Health Association
- **IS-700.b: An Introduction to the National Incident Management System** - FEMA
- **Infection Prevention and Control (IPC) for COVID-19 Virus** - World Health Organization
- **Bloodborne Pathogens Training & BLS Certificate** - American Red Cross
- **COVID- 19 Tracing Course** - John Hopkins University
- **Learning Management System**

effects and skills to reduce the risk of pregnancy and communicable infections, including HIV.

- Demonstrated leadership by facilitating Financial Literacy and Career Success lessons to support youths educational goals and positive decision making.
- Work collaboratively with all stakeholders including schools, families, and other community organizations to develop strong community- based coalitions.
- Implement prevention strategies while completing all grant required data collection and reporting for Human Services of Illinois.
- Organized and facilitated meetings with the Prevention Team to discuss updates and to promote team collaboration for achieving weekly goals and objectives.

Butler Health County, Ohio - Environmental Health Specialist 11/2021 - 02/2022

- Performed environmental health & sanitation inspections on various premises, facilities and environmental health systems to ensure agency mission/vision and programmatic success.
- Demonstrated leadership skills in managing projects from concept to completion such as Food Safety Program.
- Drove continuous improvement initiatives within environmental health, safety and sanitation areas for the State of Ohio.
- Served as technical consultant on environmental policies to maintain regulatory compliance through education and implementation by data collection and program evaluation.

Northwestern Medicine, Central Dupage Hospital - Laboratory Specialist 01/2020 - 10/2021

- Performed analytical testing for treatment and diagnosis of clinical hospital patients within high complexity medical center laboratory.
- Monitored and documented safety standards to verify compliance.
- Adhered to Good Lab Practice (GLP) to maintain compliance with quality control standards.

LifeLabs Laboratory Service - Medical Laboratory Assistant 07/2017 - 11/2019

- Performed the pre analytical phase of testing on medical samples by bar coding, centrifuging and separating, logging to provide data for treatment, diagnosis and disease prevention.
- Participated in laboratory audits and assessments to maintain compliance and improve results.
- As EHS representative for the department, managed the comprehensive Environmental, Health, Safety program to report incidents.
- Educate new staff by providing workshops on reducing injuries and workplace incidents.

SSP Canada - Restaurant Team Member

01/2016 - 10/2016

- Followed procedures for safe food preparation, and maintained high standards of customer service during high-volume, fast-paced operations
- Implemented up-selling strategies for recommending accessories and complementary purchases.
- Supervised, trained, and developed team members in accordance with company policies and procedures.

Ryerson University - Research Assistant

09/2015 - 09/2016

- Worked as a member of Dr. Ong's research team to conduct research in Ryerson University's microbiology lab.
- Collected research data through experimentation, surveys and leading focus groups.
- Research was conducted to compare contamination of overseas products vs locally grown produce.