

# Quishaun D. Holmes

## Professional Experience

### **Coalition for Juvenile Justice: Emerging Leaders Campaign**

**Baltimore, MD**

Committee Member

01/24/2022 - Present

- Develop leadership and advocacy skills, learn about the youth justice system, and organize CJJ's Annual Youth Summit.
- Attend and speak at organized virtual and in- person events.
- Share policy recommendations with the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

### **Johns Hopkins Rockland Physicians' Practice & Research Group**

**Lutherville-Timonium, MD**

Medical Assistant Apprentice

02/08/22-Present

- Gathers and documents brief history and chief complaint in the medical record/EMR.
- Follows established guidelines to obtain necessary testing based on the chief complaint prior to the exam.
- Prepares patients for examination by the health care provider.
- Performs routine clinic testing, including but not limited to; urinalysis, vision testing, hearing screening, pulmonary function testing, temperature, pulse and blood pressure.
- Assists providers with procedures and minor surgical procedures.
- Obtains necessary blood and urine specimens.
- Provides pre-printed patient education /material as directed by physician.
- Exhibits compassion and empathy for all patients and families at all times.
- Performs high-level cleaning and disinfection of the environment of care and of equipment instruments per unit/hospital procedure.
- Maintains necessary supplies in the clinical area.
- Demonstrates knowledge and skills necessary to provide care appropriate to the patient populations(s) served.
- Demonstrates knowledge of the principles of growth and development over the lifespan and possesses the ability to assess data reflective of the patient's requirements relative to his or her population-specific and age specific needs
- Provides the care needed as described in the unit/area/department policies and procedures.
- Administers select medications and injections under direct supervision of physicians as per clinic and hospital policy.
- Assist in the UMMS immunization program, including giving injections and tracking data in a computer program.
- Performs other duties as assigned.

- Takes action to correct observed risks to patient safety.
- Reports adverse events and near misses to appropriate management authority.
- Implements policies, procedure, and standards consistently in the performance of assigned duties.
- Develops effective working relationships and maintains good communication with other team members.
- Identifies possible risks in processes, procedures, devices and communicates the same to those in charge.

**BOPA: The Cloisters**

**Baltimore, MD**

Operations Assistant

10/30/2021-11/2021

- Perform property management duties
- Review historical data of the site
- Routine maintenance checks
- Clean debris and disinfect furniture
- Host diverse populations of guests and vendors
- Enforce rules and regulations to guests and vendors

**BOPA: Top of The World Observation Level**

**Baltimore, MD**

Operational Administrative Assistant

09/2021-02/28/2022

- Activate Information Management Systems
- Open cash register
- Count opening cash balance
- Open Gift Shop Inventory
- Run sales transactions for Gift Shop
- Manage Admissions desk
- Run entry ticket sales transactions
- Calculate and close ending balance
- Transfer, report, and submit financial information

**The Literacy Lab AmeriCorps**

**Baltimore, MD**

BCPS Literacy Resource

09/20/21-01/27/2022

- Attend mandatory training sessions

- 1-1 tutoring intervention with K-3 graders
- Administer scripted, data-backed literacy interventions to students
- Participate in year-round training, coaching, and support
- Monitor student progress to make data-informed decisions

**Vector Marketing Company and Cutco Company**

**Baltimore, MD**

Sales Representative

08/24/2021- 10/2021

- Setting Appointments
- Work with customers 1-on-1 remotely over Zoom
- Presenting Products
- Answering Questions
- Helping place orders

**Govanstowne Farmers Market**

**Baltimore, MD**

Govans Farmers Market Manager Position

08/23/2021-09/29/2021

- Chief Administrator and Key Management Leadership
- Report to GFM Steering Committee and Assistant Director
- Oversee Organization's Financial, Operational, and Strategic Success
- Lead Marketing Initiatives through Social Media
- Data and Grant Reporting
- Financial Management
- Fundraising
- Transorganizational and Interpersonal Communication

**Baltimore Office of Promotion and the Arts (BOPA), Inc.**

**Baltimore, MD**

FM&B Market Money Program and Special Events Assistant - Part Time

06/13/2021-12/19/2021

- Administer and manage the Maryland Market Money Matching Program
- Assisting with the overall set-up and breakdown of Baltimore Farmers' Market and Bazaar (BFMB).  
Including, but not limited to, hanging/placing signage, setting up tables, chairs, tents, décor, etc.
- Supporting and operating the BFMB Welcome Center
- Organizing and maintaining supplies and hardware needed on-site
- Alerting event staff of any problems before/during/ after Farmers Market
- Other duties as assigned by BOPA and Farmers' Market Staff.

**All African Delights**

**Baltimore, MD**

Assistant Manager

02/04/2021- 04/01/2021

- Punctual arrival at the job site at 10:00am daily.
- Unload and unpack merchandise.
- Stock merchandise on the sales floor shelves.
- Helping customers place orders.
- Assist upper-level management.
- Prepare meat for consumers by handling, trimming, tying, and packaging meats.

**TCS Security**

**Baltimore, MD**

COVID-19 Essential Critical Worker

04/16/2020- Discontinued

- Performed surveillance of private and public occupancies.
- Incident management recording and reporting.
- Support the manufacturing of safety equipment law enforcement uniforms.
- Healthcare Coalitions Initiatives with Medical Staff.
- Law enforcement, fire and rescue services, emergency medical services.
- Management of Bio-Hazardous materials.
- Secured medical supply chain equipment.
- Assessed building access control and physical security measures.

**Advocates for Children and Youth: Maryland Emerging Leaders Program**

**Baltimore, MD**

*Fellowship/Internship*

*10/31/2019 -Discontinued*

- Attended weekly meetings on-demand for pressing issues.
- Discussed strategies to develop community leadership and scholarship.
- Organized and participated in civic engagement, social justice, and political activism.
- Developed and utilized multiple forms of media to propel the vision of the organization.
- Held public forums to educate the public about pressing community issues.

- External Distributive Justice for Equity Management.

**Johns Hopkins School of Public Health, The Center for Adolescent Health**

*Youth Advisor*

- Attended Youth Advisory Board Meetings Twice Monthly.
- Engaged in Youth Dialogues and Events.
- Organized and Participated in Community Outreach Projects.

**Baltimore, MD**

June 2019 - Discontinued

**Community Law In Action (CLIA), Core Alliance of Youth Leaders**

Just Kids Campaign, Key Spokesperson

- Public Speaker in Public Engagements
- Advocated for incarcerated youth in adult prisons
- Organized community events
- Educated community partners to achieve statewide justice system reform

**Baltimore, MD**

Jan. 2019 - Discontinued

**Islamic Leadership Institute of America**

*Intern*

- Developed business plans with the objective to create additional operational projects for outreach purposes
- Learned how to draft Grant Proposals
- Special Project Operations Creation and Management
- Custodian of ILIA Student Dormitory
- Outreach Coordinator for Islamic Education
- Sought to teach local community about Agriculture & Architecture
- Taught students across all age brackets the Art of Quran Recitation and Arabic Reading

**Baltimore, MD**

March 2019-Discontinued

**Maryland State Advisory Group**

*Group member*

- 3-Year State Justice Renewal Plan development
- Interviewed juveniles for Justice Reform and Remedies
- Juvenile Justice and Delinquency Prevention Act (JJDP)
- Reviewed & comment on grant proposals and monitor programs
- Learned about State and Federal juvenile justice laws
- Analyzed Statistical data of the juvenile justice system in Maryland
- Monitored the State's Federal JJDP budget

**Crownsville, MD**

Jan. 2019 – Present

- Analyzed collaborative compliance with State and Federal constituents

**Dr. Jalisi, Democratic Delegate for District 10 in Baltimore County**

**Owings Mills, MD**

*Intern*

Oct. 2018–Nov.2018

- Led in Electioneering Campaign
- Administered Documentation
- Analyzed Political Economics
- Assisted in Marketing Management

**K.E.Y.S. Development**

**Gwynn Oak, MD**

*Therapeutic and Non-Therapeutic Aide*

Sept. 2018 – Discontinued

- Learned about Behavior management and crisis intervention
- Assisted instructors organization of materials and teaching delivery
- Assisted Clinical Nursing Staff with special needs students
- Practiced Touch Therapy and Speech pathology

**Quantum Wellness**

**Randallstown, MD**

*Apprentice/Admin*

May 2018–Sept. 2018

- Bookkeeping and file management
- Practiced Client hospitality
- Studied Naturopathic and Prophetic Medicine
- Shadowed a licensed Master Herbalist

**Community College of Baltimore County**

**Catonsville, MD**

*Administrative Office Assistant*

May 2018–August 2018

- Conducted Academic Research Development for Veteran Services
- Advertised to Veteran Students
- Private Academic Support Assistance
- Bookkeeping & File Management
- Coordinated Student Affairs and Integrated group activities

**Randallstown Islamic Center**

**Randallstown, MD**

*Teacher & Farming Assistant*

Dec. 2014 – Dec. 2018

- Instructor in Quran and Arabic Studies
- Specialized in the Melodious Recitation of the Quran
- Translated and interpreted Quranic and other Arabic literature
- Participated in outings and sports activities with youth
- Assisted center's leadership with farming cultivation and animal sheering

**VOLUNTEERISM**

**MORNING STAR BAPTIST CHURCH**

**WOODLAWN, MD**

REGISTRATION REPRESENTATIVE

JUNE 19, 2021

**Morning Star Baptist Church**

**Woodlawn, MD**

*Volunteer Bible Studies Facilitator*

July 2018 – June 2019

- Sunday School Teacher on Third Sundays
- Planned for Elementary School curriculum delivery
- Provided powerful and simplistic exegesis of Biblical Scriptures
- Wrote Brief Summaries and Commentaries on Scriptures
- Incorporated African-American and Western History Studies

## **EDUCATIONAL CERTIFICATION ACTIVITIES**

**American InterContinental University**  
Master's Degree  
Healthcare Management Concentration

**Online Campus**  
01/26/2022 - 11/2022

**American InterContinental University**  
Bachelor of Business Administration  
Concentration in Entrepreneurship

**Online Campus**  
09/2018 - 01/25/2022

**Community College of Baltimore County**  
Medical Front Office Administration  
National Healthcareer Association Certificate  
Certified Medical Administrative Assistant

**Essex, MD**  
07/08/21 - 07/08/23

**Basic Life Support**  
AHA CPR and AED Program Completion

**Essex, MD**  
7/1/21- 7/2023

**Morning Star Baptist Church**  
Spiritual Growth Development Ministry  
Discipleship Training

**Woodlawn, MD**  
June 05, 2021

**STRIVE Future Leaders**  
*Workforce Development Workshops (96 Hour Course)*

**Baltimore, MD**  
Aug. 2018

**CPR and First Aid**  
*Certificate Received*

**Baltimore, MD**  
Sept. 2018

**OSHA-10 Construction Safety**  
*Certificate Received*

**Baltimore, MD**  
September 2018

## **AWARDS**

- EPIC SOFTWARE SYSTEMS TRAINING CERTIFICATES FROM JOHNS HOPKINS UNIVERSITY
- Certification in the Memorization of the Holy Quran/ Cairo, Egypt
- Regional Quran Competition Awardee
- National Society of High School Scholars
- National Technical Honor Society
- Excellence in Marketing Honors
- Excellence in Family Consumer Science
- Certificate in Spanish Language
- Certificate in Mathematics
- Certificate in U.S. Government