

PAULA ALEXANDER

TECHNICAL WRITER / PARAMEDIC

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412-480-2939

OBJECTIVE

I am looking for a job that allows me to enjoy writing opportunities while crafting necessary documentation, instructions, communications and/or content, in a positive environment with room to learn and grow in my career.

KEY SKILLS

Excellent writing skills, proficiency in simplifying complex medical information for different audiences.

Considerable medical knowledge gained from 32 years of experience in emergency medical services.

Ability to make decisions under pressure and adapt to challenges.

EXPERIENCE

Paramedic, City of Pittsburgh Bureau of EMS, Jan. 1995 – present
Provided emergency medical care to the sick and injured, covered events such as NFL Football, MLB Baseball, concerts, regattas, etc. Worked through COVID-19 pandemic, responded to page during Tree of Life Synagogue shooting (though not deployed to the scene, assigned to unit to cover areas for other committed City units).

Functioned as elected secretary on executive board of the union (FAPP), wrote meeting minutes, press releases. Created/edited a union newsletter, managed a small staff, established, and maintained hospital contacts.

Paramedic, Valley Ambulance Authority, Coraopolis, PA, 1988 – 1995
Provided care to the sick and injured, participated in public CPR classes as a CPR instructor, functioned as a paramedic preceptor to train paramedic students.

EMT Instructor, 1990 – 1996, Community College of Allegheny County (CCAC), Pittsburgh, PA, and Center for Emergency Medicine, Pittsburgh, PA.

EDUCATION

Center for Emergency Medicine, Pittsburgh, PA, June 1990 – August 1990
EMT Instructor Certification, PA D.O.H.

Community College of Allegheny County (CCAC), Pittsburgh, PA, August 1988 – June 1989, **Paramedic Certification**, PA D.O.H.

Geneva College, Beaver Falls, PA, August 1987 – May 1988

Major: Pre-Med

Minor: English Writing

The Cabinet (student newspaper): writer, proofreader, then assistant editor.

Did not finish degree - left to pursue EMS.

Community College of Allegheny County (CCAC), Pittsburgh, PA, August 1985 – September 1986

Major: Emergency Medical Services

The View (student newspaper): writer, copy editor, then editor-in-chief.

The degree program was cancelled, and car accident injuries prevented course completion.

Blackhawk High School, Beaver Falls, PA, August 1981 – May 1985

Diploma

Writing, editing for school newsletter and magazine.

Graduated with Honors.

Member, National Honor Society.

Also, additional EMS certifications: ACLS, PALS, ITLS, BVR.