

## Joi Paliokas, BA

### General Manager

Joi Paliokas is a dynamic professional with a proven track record in administrative efficiency and education. With a rich and varied career, Joi has developed a unique blend of skills that make her an exceptional project manager in the field of collision reconstruction. Her ability to streamline operations, enhance productivity, and deliver innovative solutions sets her apart in this specialized industry. Joi's dedication to improving processes and her comprehensive understanding of multidisciplinary project management have consistently driven successful outcomes.

**Key Highlight:** Combines expertise in administration and education to deliver quality projects and innovative solutions management.

### Professional Experience:

- **Cedars-Sinai Medical Center (2022 – Present)**
  - Sr. Administrative Assistant
  - Established and optimized organizational systems to improve efficiency for the supply chain staff, ensuring streamlined operations and enhanced productivity.
- **Collision & Injury Dynamics (2019 – 2021)**
  - Executive Assistant
  - Provided comprehensive administrative support in collision reconstruction, managing complex projects, coordinating with multidisciplinary teams, and ensuring timely delivery of critical tasks.
- **South Bay Optometry (2011 – 2019)**
  - Certified Optometric Vision Therapist
  - Successfully treated patients with visual conditions, enhancing their quality of life through tailored vision therapy programs.
- **Gunma and Saitama Prefectures, Japan (2009 – 2011)**
  - English as a Second Language Teacher
  - Developed and implemented innovative teaching methods to improve student learning outcomes, demonstrating adaptability and creativity in diverse environments.

### Education:

- **Certification in Optometric Vision Therapy (2016)**
  - COVD
- **Certification in Teaching English as a Foreign Language (2009)**
  - TEFL
- **Bachelor of Arts in Social Sciences in Community Relations and Psychology (2006)**
  - Michigan State University

**Personal Interests:** Enjoys traveling, running, reading, learning through documentaries, and completing puzzles.