**EDUCATION**

**The University of Scranton**  **Scranton, PA**

*Master of Health Administration GPA: \_\_\_\_*/*4.00*    *May 2023*

*Bachelor of Science in Health Administration, Minor: Business GPA: \_\_\_\_*/*4.00*    *May 2022*

* Dean’s List: Five Semesters
* Upsilon Phi Delta Honor Society (Spring 2021 semester), American Concrete Institute Merit Award (2021 & 2022)

**PROFESSIONAL EXPERIENCE**

**Department of Health Administration & Human Resources, The University of Scranton**   **Scranton, PA**

*Graduate Assistant*  *August 2022 – Present*

* Assist faculty members with classroom instruction, student exams, record keeping, and research
* Perform a variety of administrative tasks including event planning and project development
* Attend DHA/HR department meetings and engage in discussion, record minutes, and offer a student perspective

**Memorial Sloan Kettering Cancer Center**    **Basking Ridge, NJ**

*Session Assistant*   *Summer 2021*

* Acquired in-depth understanding of electronic medical records
* Utilized technology to accurately capture and communicate patient information and carry out clinician orders

**Memorial Sloan Kettering Cancer Center**    **New York, NY**

*Session Assistant*  *Summer 2020*

* Worked on practice staff team ensuring the efficiency of each physician practice session
* Served as liaison between patient, family, and clinical team during visits

**Office of Admissions, The University of Scranton**   **Scranton, PA**

*Royal Ambassador/Tour Guide*    *September 2013 – September 2021*

* Greeted, guided, assisted, and provided information to prospective students and their families
* Provided detailed campus tours to prospective students and their families

**LEADERSHIP ROLES**

*Vice President* *International Relations*, American College of Healthcare Executives Student Chapter *May 2022 – Present*

*Vice President*, Student Chapter of American College of Healthcare Executives *May 2021 – May 2022*

*Presiden*t, Knights of Columbus College Council 4032 *May 2021 – May 2022*

*Chancellor*, Knights of Columbus College Council 4032  *November 2019 – May 2021*

*President*, Student Healthcare Administration Society *May 2020 – January 2021*

*Secretary*, Student Healthcare Administration Society *January 2018 – May 2020*

*Staff Writer*, The Aquinas, The University of Scranton Newspaper *August 2018 – October 2019*

**TECHNICAL SKILLS / EXPERIENCE**

Epic Electronic Medical Record | Clinical Information System | Database Design | Data Mining | Social Analytics

Centricity Radiology Information System (GE Healthcare) | Systems, Applications, and Products (SAP)

**PROFESSIONAL DEVELOPMENT**

American College of Healthcare Executives, *Member*

Healthcare Financial Management Association (HFMA), *Member*

*Telemedicine: Healthcare in the Age of Millennials* Presentation, HFMA Annual Conference, Chicago, IL, October 2021

**VOLUNTEER WORK**

Gino J. Merli Veterans' Center, Scranton, PA– Monthly Coffee Hour Volunteer *September 2018 – Present*

Basketball Tournament Benefit, Scranton, PA– Volunteer   *August 2020 – December 2020*

Griffin Pond Animal Shelter, South Abington, PA– Dog Walker *February 2020 – May 2020*