

First Name, Last Name

Home Address, City, State, Zip Code

Phone Number

Email Address

EDUCATION

The University of Scranton, Scranton, PA

Master of Health Administration (MHA) Current GPA: _____

May 2018

Bachelor of Science: Health Administration, Minor: Business GPA: _____

May 2017

SCHOLASTIC HONORS / AWARDS

- ◆ Dean's List: (Fall 2015, 2016, Spring 2015, 2016, 2017)
- ◆ Scholarship: Upsilon Phi Delta Honor Society (Spring 2016 semester), American Concrete Institute Merit Award (2016 & 2017)

PROFESSIONAL EXPERIENCE

Graduate Assistant, Department of Health Administration & Human Resources

August 2017 – Present

The University of Scranton, Scranton, PA

- ◆ 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

Session Assistant, Memorial Sloan Kettering Cancer Center, Basking Ridge, NJ

Summer 2016

Session Assistant, Memorial Sloan Kettering Cancer Center, New York, NY

Summer 2015

- ◆ Worked on practice staff team ensuring the efficiency of each physician practice session
- ◆ Served as liaison between patient, family, and clinical team during visits
- ◆ Utilized technology to accurately capture and communicate patient information and carry out clinician orders
- ◆ Acquired in-depth understanding of electronic medical records

University Ambassador/Tour Guide, The University of Scranton, Scranton, PA

Sept. 2013-Sept. 2016

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

LEADERSHIP ROLES

- ◆ Vice President of International Relations, American College of Healthcare Executives Student Chapter May 2017 -Present
- ◆ Vice President, Student Chapter of American College of Healthcare Executives May 2016- May 2017
- ◆ President, Knights of Columbus College Council 4032 May 2016-May 2017
- ◆ Chancellor, Knights of Columbus College Council 4032 Nov. 2014-May 2016
- ◆ President, Student Healthcare Administration Society May 2015-May 2016
- ◆ Secretary, Student Healthcare Administration Society January 2013-May 2015
- ◆ Editor, University of Scranton Newspaper of the Science and Technology Section January 2014 – October 2014
- ◆ Staff Writer, University of Scranton Newspaper August 2013 – October 2014

TECHNICAL SKILLS / EXPERIENCE

- ◆ Epic Electronic Medical Record | Clinical Information System
- ◆ Centricity Radiology Information System (GE Healthcare)
- ◆ Systems, Applications, and Products (SAP)
- ◆ Database Design | Data Mining | Social Analytics

PROFESSIONAL DEVELOPMENT

- ◆ Telemedicine: Healthcare in the Age of Millennials, Healthcare Financial Management Association, October 2016
- ◆ American College of Healthcare Executives
- ◆ Healthcare Financial Management Association

VOLUNTEER WORK

- ◆ Gino J. Merli Veterans' Center, Scranton, PA – Monthly Coffee Hour September 2013 – Present
- ◆ Basketball Tournament Benefitting Team Ultra Violet, Scranton, PA August 2015 – December 2015
- ◆ Griffin Pond Animal Shelter, South Abington, PA – Dog Walker February 2015 – May 2015