

# First Name Last Name

Street Address | City, State, Zip Code | Email Address | Cell Phone Number | LinkedIn Profile url

## EDUCATION

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

Bachelor of Science: Health Administration; Minors: Business & Business Leadership

May 2019

GPA: \_\_\_\_\_

### **Sacred Heart University, Dingle, Ireland**

Dec. 2017-Jan. 2018

- Studied tourism and marketing while gaining a rich international experience of the Irish economy
- Gained hands-on digital and traditional marketing experience by evaluating a specific business' products and outcomes and producing marketing plans

### **Business Leadership Honors Program**

- Highly selective honors program accepting only 15 students each year
- Offers specialized business curriculum, executive mentorship, networking opportunities, and consulting projects

## HONORS & AWARDS

Loyola Merit Scholarship, Dean's List (6/6 semesters), Positivity Award, Omega Beta Sigma (Women's Business Honor Society; Top-class business students selected based on GPA requirement of above 3.25), Alpha Sigma Nu (Jesuit Honor Society; Nominated by distinguished staff and peers based on criteria of remarkable scholarship, loyalty, and service)

## PRACTICAL EXPERIENCE

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

*Physician Office Assistant*

May-Aug. 2018

- Recognized for exceptional presentation on the implementation of technology to increase productivity of administrators and clinical staff
- Used strong customer service and multi-tasking abilities to support a practice by providing administrative support to the clinical team and their 50 patients
- Entrusted to handle confidential patient files both physically and through an electronic medical records system
- Scheduled patients' tests, appointments, and procedures while serving as the primary contact for the Multiple Myeloma office

### **Geisinger Community Medical Center, Scranton, PA**

*Healthcare Administration Intern*

Feb-Aug. 2018

- Participated in administrative and inpatient rounds while paying close attention to work flows
- Attended corporate board, medical staff, management staff, and respective committee meetings

### **Memorial Sloan Kettering Cancer Center & Weill Cornell Medicine Research Center, New York, New York**

*Finance and Information Systems Administration Intern*

May-Aug. 2017

- Rotated between Billing, Education & Quality Assurance, and Husbandry & Operations
- Implemented a new process that increased efficiency for end-users and colleagues

## LEADERSHIP EXPERIENCE

### **The University of Scranton Programming Board (USPB)**

*Vice Chair of Special Events*

May 2018-Present

- Oversee the creation, maintenance, and execution of three different committees' events
- Demonstrates strong communication skills between committee heads, executive chair, and director

*Novelty & Variety Committee Co-Chair*

May 2017-May 2018

- Organized and planned large scale campus activities while working within budgetary guidelines of \$16,000
- Prepared logistics of events by collaborating with catering, publicity, and activities board

*Publicity Committee Co-Chair*

May 2016-May 2017

- Planned and advertised campus events on social media, including Facebook, Twitter, Instagram, & Snapchat
- Collaborated as part of a team with students to enhance programming for student body

## EMPLOYMENT HISTORY

### **Value Drugs & Pharmacy, Bronxville, NY**

*Cashier*

Aug. 2014-Aug. 2018

- Handled 300 cash and credit transactions on average daily while ensuring quality customer service at all times
- Supervised and trained 8 new employees while demonstrating how to check inventory and stock shelves with incoming goods

## VOLUNTEER EXPERIENCE

### **Elan Gardens Jewish Home of Eastern Pennsylvania, Clarks Summit, PA**

Aug.-Dec. 2017

- Worked to engage a group of 15 senior citizens through interactive games and meaningful conversation

## CAMPUS INVOLVEMENT

Health Administration Society | Business Club | Kania Women in Business Club | Irish Cultural Society | Cura Personalis Living Learning Community | Search Retreat Leader | Connections Retreat Leader | IMPACT Leadership Retreat Attendee | Catalyst Leadership Conference | IGNITE Leadership Conference | Street Sweep Community Service | Safe Trick or Treat Community Service