**First and Last name**

 Phone | email

LinkedIn

FLN

UNDERGRADUATE STUDIES

 The University of Alabama

 Honors College

 Business Honors Program

HOME

 Birmingham, AL

HONORS

Phi Eta Sigma

Alpha Lambda Delta

Sigma Alpha Lambda

The Golden Key

 DEANS LIST

 Fall 2013 – Fall 2014

SCHOLARSHIPS

 Sidney D. and John C. Arant Endowed Scholarship

RELEVANT COURSEWORK

 Health Information Systems

Healthcare Reimbursement Systems

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, Power Point)

FOREIGN LANGUAGE

 Spanish - Intermediate

VOLUNTEER SERVICE

 Habitat for Humanity

 Relay for Life

 Al’s Pals

ACTIVITIES

Healthcare Management Society

Culverhouse Connections

**SUMMARY OF QUALIFICATIONS**

Dependable, hardworking, and enthusiastic individual with XX years of customer service and leadership experience. Skilled leader and team-member with strong interpersonal skills, a positive attitude, and ability to work effectively with diverse members. Highly organized and able to effectively prioritize multiple tasks.

**EDUCATION**

**Bachelor of Science in Commerce and Business Administration** May 20XX

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: Management Specialization: Healthcare Analytics

GPA: *(List GPAs if 3.0 or above)*

**WORK EXPERIENCE**

**Faculty Scholar** January 2014 - Present

*Management Department, The University of Alabama,* Tuscaloosa, AL

* + - * Coordinate a networking reception for over 150 program alums and local healthcare professionals.
			* Generate $4000 in sponsorships by soliciting healthcare organizations and vendors. Efficiently managed a total event budget of $8000 and a group of 6 volunteers.
			* Create monthly newsletters pertaining to the program and student organization that were distributed to over 2,000 program alums and supporters.

**Student Worker** August 2013 – January 2014

*University Medical Center, The University of Alabama*, Tuscaloosa, AL

* Filed approximately to 1,000 claims per week in an orderly manner.
* Developed medical data on spreadsheets for analysis by business office staff.
* Audited 20 randomly selected patient charts each week to ensure that proper documentation procedures were being followed by physicians and medical staff.

**INTERNSHIP**

**Administrative Intern** Summer 2014

*XYZ Memorial Hospital,* Nowhere, AL

* Reported directly to the CFO and assisted whenever necessary.
* Audited over 200 patient charts to ensure coding compliance.
* Analyzed ED wait times and implemented process improvement measures to alleviate the bottleneck areas identified. Resulted in wait time reduction of 45 minutes and significant improvement in ED patient satisfaction scores.

**LEADERSHIP**

**Recruitment Chair** January 2013 – Present

 *Ro Ri*, The University of Alabama, Tuscaloosa, AL

* Serve as the director for all recruitment events, 2 per week for 6 weeks.
* Supervise 10 committee members and assign responsibilities as necessary.
* Contact approximately 20 recruits per day through cold-calling.

**SKILLS**

Proficient in Statistical Analysis System (SAS) and Tableau

**PROFESSIONAL AFFILIATIONS**

Healthcare Information and Management Systems Society (HIMSS), Student Member

American College of Healthcare Executives (ACHE), Student Member