

FIRST AND LAST NAME

(908) 333-3333 | email@gmail.com | linkedin.com/in/name

PROFILE

Dedicated and motivated professional seeking to secure a position in population health. Experience working in non-profit organizations and various roles within higher education. Strong collaborator with shadowing and research experience. Passionate desire to improve healthcare access, quality, and cost.

EDUCATION

Rutgers, The State University of New Jersey, New Brunswick, NJ
Edward J. Bloustein School of Planning and Public Policy

Master in Health Administration
GPA: 3.8

May 20XX

School of Environmental and Biological Sciences

Bachelor of Science in Nutrition
Minor in Health Administration
GPA: 3.7

May 20XX

COMPETENCIES

- Healthcare Quality
- Health Policy, Law, and Ethics
- Software (Microsoft Word, Excel, and PowerPoint)
- Quality Improvement and Measurement
- Data Analytics
- Languages (Fluent Spanish; beginner French)

EXPERIENCE

Rutgers University, New Brunswick, NJ

September 20XX - Present

Administrative Assistant/Front Desk Clerk, Hurtado Health Center (11/20XX - Present)

- Assist students with registration and appointment scheduling, answer incoming calls, and verify insurance

Research Assistant, Nutritional Sciences Department (1/20XX - 5/20XX)

- Studied hunger among the "Breakfast After the Bell" program in New Brunswick Public Schools
- Completed literature reviews and preliminary research necessary to publish official surveys
- Collected, organized, and analyzed data using Excel
- Participated in focus groups and conducted interviews with various residents of New Brunswick

Teacher Assistant, Biology Department (9/20XX - 5/20XX)

- Tutored students, as well as proctored and graded exams
- Assisted professor with developing the syllabus and breakdown of the course

Hackensack Meridian Health, Old Bridge, NJ

May - September 20XX

Volunteer, Raritan Bay Medical Center

- Assisted various departments of the facility with administrative duties including greeting patients and visitors, providing patient escort and transport, helping with food service, and managing the library cart

ASSOCIATIONS

Member, Graduate Society of Healthcare Leaders (GSHL), Rutgers University-Bloustein School
Member, American College of Healthcare Executives (ACHE)
Member, National Association of Health Services Executives (NAHSE)