

NAME
Phone / Email
LinkedIn

EDUCATION:

University of Wisconsin-Milwaukee
BS in **Health Care Administration** Expected May 20xx
Cumulative GPA: 3.903
Minors: Business and **Spanish** / Certificate: **Spanish for the Health Professionals**
Memberships: American College of Healthcare Executives and Healthcare Financial Management Association

Business Coursework:

Human Resources and Quality Management Principles of Finance, Marketing, and Accounting
Databases, Technology, and Microcomputers Principles of Microeconomics and Macroeconomics

Health Care Coursework:

Introduction to Health and Disease Human Pathophysiology I-IV
Anatomy and Physiology I & II Epidemiology and Language of Medicine

BUSINESS EXPERIENCE:

Business Insurance Intern - M3 Insurance - Wauwatosa, WI May 20xx- August 20xx

- Produced an executive summary presentation concerning M3's opportunity to create a customizable, internally facing web-based employee benefits platform
- Analyzed industry trends and generated a client facing report
- Planned a professional development experience for external interns
- Organized and facilitated a silent auction event as a member of M3's United Way Committee

Customer Service Representative - J.J. Keller - Appleton, WI January 20xx (temporary)

- Responded to customer service needs within a call center to support J.J. Keller's clients in adjusting to newly established government regulations requiring the use of ELDs in the trucking industry

Server - Brighton Acres - Oshkosh, WI July 20xx-Present

- Collaborate with a team to provide quality service to guests at large scale events

Package Handler - United Parcel Service - Oshkosh, WI May 20xx-August 20xx

- Loaded packages strategically to maximize efficiency and ensure safety for the drivers
- Met productivity targets and quality standards in a strenuous, fast-paced work environment

LEADERSHIP EXPERIENCE:

Peer Mentor Coach - UWM Student Success Center September 20xx-Present

- Lead a team of up to 12 peer mentors, facilitate team meetings, and address concerns with peers related to performance and accountability
- Create and lead professional development in-services for up to 65 peer mentors on topics such as communication, interpersonal skills, diversity and inclusion, and time management
- Mentor up to 120 first-year students through in-person coaching sessions, phone conversations, and email
- Appointed by the Director to be a student liaison for prospective Summer Bridge Program students

President (Fall 2018) – UWM Future Healthcare Executives September 20xx-Present

- Serve as the Student Representative on the ACHE board for the Wisconsin Chapter
- Provide leadership to executive team members and student members through the creation of professional development opportunities, networking events, and volunteerism
- Collaborate with faculty members, officers, and chairs to plan social and educational events

DIVERSITY RELATED EXPERIENCE & COMMUNITY INVOLVEMENT:

Student Ambassador - *Love Your Melon* - UW-Milwaukee September 20xx-May 20xx

- Collaborated with families and health professionals to coordinate visits to children at Children's Hospital
- Planned and participated in events that raised awareness of childhood cancer, promoted the organization, and recruited new members

Special Education Paraprofessional - *Oshkosh Area School District* - Oshkosh, WI January 20xx-July 20xx

- Provided one-on-one academic, physical, and medical support to students with special needs in K-12th grade
- Held a one-month position in an English Language Learners classroom
- Demonstrated ability to problem solve, adapt to new environments, and gain the respect of staff and teachers

Volunteer - *16th Street Community Health Center* - Milwaukee, WI September-December 20xx

- Read books to children with Spanish as their primary language
- Educated Spanish-speaking parents on the importance of reading to their children
- Expanded awareness of health care through interactions and conversations with nurses and translators