# Full Name

Street Address (Optional) | City, State

Primary Email Address | Mobile Phone Number| linkedin.com/in/

**OBJECTIVE STATEMENT**Dynamic professional with over 10 years of administrative experience in healthcare, eager to transition into a healthcare management role within a customer service-focused environment. Seeking to utilize demonstrated interpersonal skills and track record of fostering strong team and client relationships to drive operational excellence and enhance patient satisfaction.

**SKILL SUMMARY**

*Problem-Solving*

* + - * Analyzing situations carefully to identify root causes of issues or challenges, considering multiple perspectives
      * Implementing problem-solving strategies with confidence and agility, adapting approaches as needed to achieve desired outcomes. of use for the user

*Communication*

* Engaging in clear and concise verbal communication with patients, utilizing plain language and avoiding medical jargon to ensure comprehension
* Documenting patient information accurately and comprehensively, maintaining thorough records to facilitate continuity of care and adherence to protocols

**WORK EXPERIENCE**

**[Company]**                                                                                                              [City], [State]

*[Most Recent Job Title]*                                                         June 2022 – August 2022

* List your work experience in reverse chronological order by section, with most recent experience listed first.
* Create 3-5 bullet points per experience; keep the # of bullets for each experience reasonably consistent
* Be consistent with action verb tenses. For current roles, use present tense. For past roles, use past tense.
* NO PERIODS AT THE END OF BULLETS

**University of Redlands**                                                                                                              Redlands, California

*Teaching Assistant*                                                         December 2013 – April 2013

* Created problem sets for 100 students across four course sections with assistance from each course professor
* Graded homework for 50 students per semester, weekly; recorded student grades in both learning management system and on-paper
* **Use numbers and quantify your impact whenever you can, as above**

**VOLUNTEER EXPERIENCE**

**Habitat for Humanity (8 hours)**, *Redlands, California* January 2021 – June 2021

* Volunteer experiences may not be as time intensive as other experiences (e.g., a single event or something you do infrequently); 1-2 bullet point is fine

**EDUCATION**

**University of Redlands**Redlands, CaliforniaMaster of Business Administration (Healthcare Administration Concentration) Expected: May 2024

**Relevant Coursework:** Healthcare Law, Healthcare Delivery Systems, Managerial Finance, Consultancy Capstone

**University of Redlands** Redlands, California

Major: Bachelor of Arts / Science in XXXX; Minor: (if you have one) April 2013

**ADDITIONAL SKILLS**

**Computer: Don’t lie.** “Intermediate Excel, Beginner Java/Python, Advanced G-Suite & Microsoft Office Suite,”

**Language:** **Don’t list English.** If you don’t have strong non-English language skills, you do not need to include this.