

## BUSINESS MAJOR/Health Care Management

*The format of this résumé can be used for any major/field*

### First Name Last Name

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First.Lastname@uconn.edu |www.linkedin.com/in/name

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#### OBJECTIVE

Seeking a position in Healthcare Management utilizing technical, organizational and management skills with the ability to lead or be part of a team.

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#### EDUCATION

**University of Connecticut**, Storrs, CT May 20XX

**Bachelor of Science**, *Business*

**Major:** Health Care Management

Overall GPA: X.XX/4.00

**Piedmont Technical College**, Clarkston, GA May 20XX

**Associate of Applied Science:** *Business Management*

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#### CERTIFICATIONS & SKILLS

**Certifications:** Emergency Medical Technician, December 2016

**Software:** Microsoft Excel, Power Point, Access; CRT Medical Billing System; Prezi

**Languages:** Chinese (Fluent)

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#### RELEVANT EXPERIENCE

**Donor Alliance** Hartford, CT

*Organ Recovery Intern* May 20XX - August 20XX

- Assisted in the identification of processes, which required improvements of the day-to-day functioning of the department.
- Represented the agency's functions and services to other institutions, the public, government agencies and other institutions.
- Interpreted and revised staff policies to incorporate professional developmental needs.

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#### WORK EXPERIENCE

**Piedmont Heights Private Care, LLC** Piedmont, CA

*Administrator* June 20XX - December 20XX

- Conducted new employee orientation.
- Oversaw the accurate timely billing and payroll of the agency.
- Provided oversight and supervision of client care by ensuring staff are well trained.
- Participated in/conducted in-service educational programs to ensure compliance with state regulations.
- Managed the quality, appropriateness, and availability of services and assured appropriate staffing to meet patient care needs.

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#### CONFERENCES & PRESENTATIONS

*Connecticut Global Health Leadership Conference* New Haven, CT

Yale University April 20XX

*EMT World Expo* Nashville, TN

Music City Center October 20XX