

JOHN SMITH

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OBJECTIVE

To obtain a position as Healthcare Office Manager at Senior Living Community

EDUCATION

Bachelor of Business Administration

Anticipated: May 2016

Concentration in Healthcare Management

Cumulative: 3.2

Shenandoah University, Winchester, VA

RELEVANT EXPERIENCE

Human Resources Specialist

December 2015– Present

Winchester Community Mental Health Center, Inc., Winchester, VA

- Created training modules for staff to expand their understanding of mental illnesses
- Established a strategic board to monitor and organize the structure of the company
- Implemented an efficient and cost reducing hiring process with new forms
- Reduced turnover rate by incorporating trainings that boosting employee morale
- Improved policies and procedures of acceptable workplace behavior

INTERNSHIP EXPERIENCE

Intern

February 2014 – December 2015

Winchester Community Mental Health Center, Inc., Winchester, VA

- Developed and presented a new hire orientation
- Generated staff training materials for emergency preparedness, blood borne pathogens, and HIPAA
- Supported administrative team with office management

VOLUNTEER EXPERIENCE

Student Volunteer

March 2016 – Present

INOVA Trauma Center, Fairfax, VA

- Educated grandparents on child safety seats
- Participated in elementary school and elderly community health fairs and expo
- Assisted at Safe Kids Day: dedicated to keeping children safe

LEADERSHIP EXPERIENCE

Shenandoah University Scholars Latino Initiative

March 2016 – Present

Shenandoah University Safe Zone Training

April 2016 – Present

PROFESSIONAL DEVELOPMENT

Shenandoah University Business Symposium

March 2015, April 2016

SKILLS AND ABILITIES

Fluent in Spanish and English

Proficient in Microsoft Office including Word, Excel, PowerPoint, and Outlook

Proficient in EZ Claim scheduling software