

SAMPLE STUDENT RESUME

Marian P. Student
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EDUCATION

December 2015 **MHA** – Georgia State University, Atlanta, GA

May 2015 **MBA** – Georgia State University, Atlanta, GA

August 2013 **BS** – Health Administration, Auburn University, Auburn, AL
Summa Cum Laude

EXPERIENCE

March 2014 - Present **Tyler & Company**, Atlanta, GA
Retained search firm specializing in placement of senior healthcare executives; 38th largest search firm in the U.S.
Project Assistant to the President

- Developed PowerPoint presentations for ACHE, HFMA, ACPE, MGMA and various hospital boards.
- Conducted and analyzed surveys of military officers transitioning to civilian health care.
- Developed and conducted candidate and client evaluation reports for completed searches
- Received multiple Fortius Teamwork Awards
- Numerous ad hoc projects from multiple sources

August 2013 – Present **Georgia State University, Institute of Health Administration**
Atlanta, GA (Concurrent Position)
Graduate Research Assistant

- Developed marketing program designed to recruit students of undergraduate programs in the Southeast, resulting in an increase in semester hours the following Fall.
- Wrote articles for the Institute of Health Administration Newsletter.
- Organized day for undergraduate students to visit the campus and sit in on MHA classes.
- Researched various topics including certificate of need, diversity in graduate programs, and the affect of career interruptions.
- Assisted conducting a survey designed to show the number of Georgia businesses that offer healthcare benefits to their employees.

Summer 2013

Baptist Medical Center Princeton, Birmingham, AL

A 499-bed flagship of the \$700 Million Baptist Health System of Alabama with 1,300 employees offering comprehensive health care services

Intern

- Reported to President
- Attended several strategic management and hospital administration meetings.
- Worked closely with departmental directors to gain knowledge of health care management regulations and procedures.
- Observed operating room practices including open-heart surgery.

August 2010–May 2013

The Orthopaedic Clinic, Opelika, AL

Seven-physician practice with three local offices and 30 FTEs

Medical Records Coordinator

- Handled job responsibilities previously provided by three separate Employees.
- Reduced by 50% the amount of time needed to supply medical records after requests from patients, other physician offices, or court orders were received.
- Scanned dated charts to create a computerized medical record for charts older than four years resulting in reduction of one FTE.

January 2009-August 2010

Decatur Orthopaedic Clinic, Decatur, AL

Six-physician practice

File Clerk

- Responsible of finding charts for the next day's appointments.
- Reduced the amount of time for incoming reports to be filed in the appropriate chart from ten days to two days

VOLUNTEER WORK

August 2011 – December 2011

Reading is Fundamental, Opelika, AL

Supplies books to underprivileged areas

- Helped for 10 hours per week boxing books in a warehouse to be shipped to needy children.

COMPUTER SKILLS

- Advanced user of Microsoft Office

AFFILIATIONS

- Member of Georgia State Student Chapter of ACHE

AWARDS

- 2014 Ralph J. Knobel Scholarship (Institute of Health Administration)
- 2011 Volunteer of the Semester (Auburn University)

REFERENCES

- Available Upon Request