

NAME

123 Main - Anywhere, US 00000

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emailme@my.com

Health Care Administration ~ Health Care Analysis ~ Health Services Management

Masters in Health Care Administration Candidate eager to contribute academic and practical background toward supporting the health care sector in delivering quality, cost-effective services

PROFILE OF QUALIFICATIONS

- Completing comprehensive Health Care Administration graduate program offering theoretical and applied studies in areas ranging from Health Administration, Public Health, Community Health, and Health Care Systems through Health Research Methodologies and Program/Business Evaluation
 - Successfully completed intensive Internship, acquiring solid skills in budgeting/financial management, grant administration, compliance auditing, and quality assurance as well as insurer/Medicaid/Medicaid benefits analysis and cost-reduction strategies along with general administrative support
 - Over 3 years of direct patient care background as a Physical Therapy Technician
 - Dynamic communication, interpersonal relation and team collaboration skills
 - Technology-savvy, with experience including medical electronic records systems/databases
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PROFESSIONAL EXPERIENCE

INTERN, Medical Center Name-City, ST

DATE

- Capitalized on opportunity to intern with division of UMMS offering comprehensive primary/subspecialty care, prevention and outreach services as well as research opportunities
- Actively collaborated with financial team in budgeting and administering \$5M+ in grant funding
- Partnered in achieving critical grant protocol compliance, resulting in 4 successful grant audits
- Effectively analyzed billing statements as well as patient medical records for quality assurance
- Provided efficient administrative and management support to Department Chief
- Proficiently coordinated, analyzed and maintained patient lab results using electronic database
- Proactively interfaced with insurance company, Medicaid and Medicare representatives to assess patient benefits and define cost-reduction strategies

TECHNICIAN, Business Name-City, ST

xxxx-Present

- Deliver direct patient care in instructing on and supervising therapeutic exercises
 - Effectively apply electrical stimulation, heat/cold therapy and iontophoresis to mitigate patient pain
 - Efficiently use demand forecasting practices in maintaining optimal clinic inventory levels
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EDUCATION

University Name-City, State

Masters in Health Care Administration
Bachelor of Science, Psychology

COMMUNITY CONTRIBUTIONS

Volunteer, Organization Name

Actively collect and organize donated merchandise to generate funding for organization