

John Doe

Baltimore, MD

johndoe@ubalt.edu XXX-XXX-XXXX

SKILLS

Healthcare Administration | Healthcare Reform | Strategic Management | Legal Environment for Healthcare Management | Tableau Software 10.5 | Building Positive Relationships | Interprofessional Collaborative Work | Public Speaking | Bilingual | Interpersonal Communication | Microsoft Office Suite | Detail Oriented | Research

EDUCATION

University of Baltimore

Bachelor of Science in Health Systems Management

GPA: 3.57

Relevant Coursework: *Principles of Healthcare Management I, Principles of Healthcare Management II, Strategic Management for Healthcare Organizations, Healthcare Law & Healthcare Administration*

Baltimore, MD

Dec 2017

Montgomery College

Associate of Arts in General Studies

GPA: 3.0 (Dean's list)

Rockville, MD

May 2015

RELEVANT EXPERIENCE

Montgomery County Department of Health & Human Services (DHHS)

Intern

Rockville, MD

May 2016-July 2016

- Observed DHHS employees across different disciplines in aspects of their work in a jail, homeless shelters, and health centers across the region
- Experienced inter-professional work such as debriefings and case studies using real cases (Qualitative Analyses)
- Learned the 4 core competencies of inter-professional collaboration of health organizations such as teamwork, roles & responsibility, communication, and values & ethics
- Presented to 20-30 DHHS employees on how they can improve services as they transitioned into an integrated delivery system via a PowerPoint presentation

Shady Grove Adventist Hospital, Medical Staff Services Department

Intern

Rockville, MD

July 2015- May 2016

- Reviewed 20-30 physician packets to verify accuracy and efficiency for physician credentialing
- Gained leadership insight in an exceptional manner by shadowing medical staff leaders
- Worked in an interdisciplinary environment with at least 3 other disciplines such as quality improvement, case management, and medical staff

HONORS AND AWARDS

- Montgomery County Business Hall of Fame Scholar 2018
- Certificate of Completion, Leadership Simulation 2017
- Camille & Kendall Endowed Scholar at the Universities at Shady Grove 2016
- Senatorial Scholar 2015
- Kendall Scholar 2014

PROFESIONAL AFFILIATIONS

Maryland Association of Health Care Executives (MAHCE)

Student Associate

Phoenix, MD

Jan 2016-Dec 2017

Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy