

Monty Manager

123 Health Administration Street, Corpus Christi TX 78412

•361-361-3613• Ahealthadmin@yahoo.com •Linkedin.com/monty.manager

QUALIFICATIONS SUMMARY

Driven healthcare professional with over 3 years experience of customer service in an office environment. Set to graduate with a Bachelors of Science in Health Science in May 2016. Relevant skillset includes event planning, critical thinking, leadership and teamwork. Seeking a position as Assistant Director of Activities where my knowledge, experience and skillset can contribute to the exponential growth of Mirador.

EDUCATION

Texas A&M University-Corpus Christi
Bachelor of Science in Health Science

Corpus Christi, Texas
May 2016

RELATED EXPERIENCE

Intern

1/2016-Present

Driscoll Children's Hospital, Corpus Christi TX

- Assists Marketing Director with developing marketing materials for various community events
- Utilizes innovative thinking in marketing meetings regarding effective ways to reach target audiences
- Collects statistical data to demonstrate current developments regarding prevention and treatment of diabetes in children
- Plan, organize, and schedule Child Health Fair with activities to promote awareness and participation
- Demonstrate effective communication through cold-calling up to 50 vendors to attend Child Health Fair

Office Assistant

2/13-Present

Mr. Smiley's Dental Office, Corpus Christi, TX

- Capable of building rapport through greeting patients, answering questions, and addressing their scheduling concerns
 - Managed up to 120 patient files per shift while organizing files in alphabetical order
 - Effectively creates various spreadsheets of patient treatment data through utilizing Microsoft Excel
 - Responsible for training all new office assistants
-

RELEVANT SKILLS

Demonstrates critical thinking and problem solving abilities under pressure

Possesses creativity resulting in quality outcomes

Excellent oral and written communication

Exhibits strong collaboration when working on a team

Establishes professionalism while maintaining a quality network

ORGANIZATIONS

Health Science Association-Vice President
Campus Activities Board

9/15-Present
5/14-Present

COMMUNITY INVOLVEMENT

CASA Superhero Run
Relay For Life

4/16
3/16

