

Howard S. Administrator

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OBJECTIVE

Health care marketing or management position

PROFILE

Background in health care management principles and practices; Understanding of marketing fundamentals; Customer oriented; Experienced in utilizing business software; Skilled in planning and project development; Organized; Engaging leader; Hardworking; Budget experience; Exposure to compliance, continuous improvement, HIPPA, and JUCO

COMPUTER SKILLS

• Word • Excel • Access • Explorer • PageMaker • PowerPoint

EDUCATION

M.S. Health Services Administration
University of Evansville, Evansville, Indiana

Major GPA 3.68
Expected graduation, May 2010

PROFESSIONAL HEALTH CARE EXPERIENCE

Clinical Research Intern Gettabettasoon Clinic • Wellnessville, Indiana January 2009 - Present

- Collaborated with director and developed a comprehensive survey to benchmark clinic performance with regional clinics in Indiana, Illinois, and Kentucky
- Evaluated, analyzed, and wrote report from the survey data for the director and staff
- Created business development recommendations to improve standardization and operational clinic procedures and preventative care
- Mentored four interns in the Six Sigma continuous improvement processes in health care organizations.

Management Intern Mascot Hospital • Collegetown, Indiana Fall 2007

- Initiated, codeveloped, and executed a strategic marketing plan which involved community sponsorships and events
- Strengthened understanding of integrated health care delivery systems
- Formulated business strategies to improve profitability with a team of professional staff and interns

Intern State Medical Center • Pennsylvania, Indiana January 2006 - Fall 2006

- Successfully completed an overview experience in all operational aspects of a small, regional medical center
- Actively engaged in a systematic overview of the operational aspects of a medical center

LEADERSHIP

President of Academic Development, Alpha Fraternity 2004 - 2008

- Coordinated daily tutoring sessions for brothers; cultivated relationships with faculty members through campus involvement and research
- Supervised and organized a 60-person crew for the construction of a Habitat for Humanity house in Indiana

Intramural Supervisor Spring 2008

- Directed and organized all intramural events for 2,000 students and faculty members at the university as well as supervising six university fitness center undergraduate staff members

Student Government Association Treasurer 2006 - 2007

- Efficiently managed and allocated student activities budget of \$100,000

Orientation Leader Summers 2006, 2007

- Developed, with university personnel and 32 orientation leaders, the freshman orientation program for over 1,250 freshmen and parents to help with first-year transition issues