

John Doe

Baltimore, MD

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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 Baltimore, MD
Bachelor of Science in Health Management Dec 20XX
GPA: 3.57

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

Montgomery College Rockville, MD
Associate of Arts in General Studies May 20XX
GPA: 3.0 (Dean's list)

RELEVANT EXPERIENCE

Montgomery County Department of Health & Human Services (DHHS) Rockville, MD
Intern May 20XX-July 20XX

- 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 Rockville, MD
Intern July 20XX- May 20XX

- 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 focusing on the 3 disciplines of quality improvement, case management, and medical staff

HONORS AND AWARDS

- Montgomery County Business Hall of Fame Scholar 20XX
- Certificate of Completion, Leadership Simulation 20XX
- Camille & Kendall Endowed Scholar at the Universities at Shady Grove 20XX
- Senatorial Scholar 20XX
- Kendall Scholar 20XX

PROFESIONAL AFFILIATIONS

Maryland Association of Health Care Executives (MAHCE) Phoenix, MD
Student Associate Jan 20XX-Dec 20XX