

## PREFERRED FULL NAME (PERSONAL PRONOUNS)

EMAIL | PHONE | CUSTOMIZED LINKEDIN URL

## PROFESSIONAL SUMMARY & OBJECTIVE

5+ operations and event management experience. Diverse experience within the hospitality industry and transitioned into the healthcare sector. Goal-oriented, driven, and excel at collaborating with and leading cross-functional teams to achieve operational goals.

## TOP SKILLS & QUALIFICATIONS

Project Management | Insurance Verification | Conflict Resolution | Tableau | Microsoft Excel | Microsoft PowerPoint  
Microsoft Word | Training and Development | Team Leadership | Data Analytics | Research | Patient Management

## EDUCATION

### **SUFFOLK UNIVERSITY, SAWYER BUSINESS SCHOOL**

Boston, MA

#### ***Master of Healthcare Administration, GPA 4.0***

Sept. 2020–May 2022

- Relevant Courses: Value Based Financial Management, World Class Strategies, Marketing: Challenge of Managing, Managerial Statistics, Corporate & Financial Reporting, Operations Management: Design & Analysis

### **SUFFOLK UNIVERSITY, COLLEGE OF ARTS & SCIENCES**

Boston, MA

#### ***Bachelor of Arts, Psychology Major***

Sept. 2012 – May 2016

## HEALTHCARE EXPERIENCES

### **COMPLETE STAFFING SOLUTIONS LLC**

Lincoln, RI

#### ***Healthcare Account Executive***

Feb. 2018–June 2020

- Staffed temporary to permanent entry to senior level clinical, research, and administrative healthcare roles
- Established and managed a client base including 20+ facilities nationwide
- Trained and oversaw 10 recruiters and 2 administrative support staff

## BUSINESS MANAGEMENT EXPERIENCES

### **ARAMARK – JP MORGAN**

New York, NY

#### ***Catering & Special Events Associate***

Sept. 2016–May 2018

- Managed logistics and operations for 100+ events with guests ranging from 12 to 500+
- Analyzed and presented reports on event costs, resourcing, and risk mitigation optimizing budget expenditures by 25%

### **BIOGEN**

Cambridge, MA

#### ***Strategic Marketing Analyst***

Jan. 2017–Aug. 2017

- Supported sales and marketing teams, performing competitive intelligence assessments
- Drove 25+ strategic marketing programs to boost revenues, thwart competition, and capitalize on growing trends
- Assessed market opportunities, performed long range planning/modeling, evaluated brand, and assessed sales performance

## LEADERSHIP & COMMUNITY ENGAGEMENT

### **INSTITUTE OF HEALTH IMPROVEMENT (SUFFOLK UNIVERSITY CHAPTER)**

Boston, MA

#### ***Student Member***

Sept. 2020–May 2022

- Attended weekly meetings with peers, faculty advisors, and guest speakers
- Co-organize 5+ guest lectures on topics ranging from industry trends to career considerations in healthcare
- Recruited new student members via Social Media LinkedIn and Instagram; increased chapter size by 5%

### **PSYCHOLOGY CLUB**

Boston, MA

#### ***Founder***

Jan. 2013 –May 2016

- Launched new psychology club open for all majors and minors as well as any other students interested in the field
- Facilitated 3+ monthly workshops including guest lecturers on research, clinical advancements, and careers
- Presented in courses to increase attendance and engagement within the University community; recruited 50 members