

Ima Health Alum

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OBJECTIVE	Human Resources Position in Health Care Setting	
EDUCATION	Clayton State University Bachelor of Science in Health Care Management	Morrow, GA December 2009
	Jacksonville State University General Studies	Jacksonville, AL 2005 - 2007
RELEVANT COURSES	Health Care Finance, Managed Care, Leadership, Health Care Policy, Ethical Issues in Health Care, Legal Issues in Health Care, Applied Research	
EXPERIENCE	Regions Bank <i>HR Generalist</i>	Union City, GA 2008 – present
	<ul style="list-style-type: none">• Developed job descriptions for various positions• Reviewed and evaluated applications• Scheduled interviews with hiring managers and candidates• Processed new hire documentation and provided orientation	
	Summit Healthplex <i>Health Care Management Internship</i>	Newnan, GA Fall 2007
	<ul style="list-style-type: none">• Participated in meetings related to topics, such as budgeting and staffing• Assisted in move from old facility to a new facility• Organized and helped reconfigure and organize clinic after the move• Assisted in running an office efficiently• Gained increased knowledge of how to communicate with both employees and insurance companies	
	Dr. Kevin Sheahan <i>Nanny to three-month old</i>	Newnan, GA January – August 2007
<ul style="list-style-type: none">• Performed housekeeping duties• Cared for infant child to include bottle preparation and feeding		
SKILLS	Newnan Hospital Pain Clinic <i>Receptionist</i>	Newnan, GA June 2004 – Dec. 2007
	<ul style="list-style-type: none">• Scheduled patients• Filed medical records• Evaluated patients• Performed insurance pre-certification	
SKILLS	MS Office Suite	Insurance Claim Filing
	Presentation Skills	Organizational Skills
SKILLS	Conversational Spanish	Human Resources Processes
AVAILABILITY	Immediately	