

**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2016*  
*Major: Human Resource Management*

**ACTIVITIES:**

Society for Human Resource Management 2014  
Temple Student Health Customer Service Committee, 2009-2014, Chair 2009-2011

**EXPERIENCE:** TEMPLE UNIVERSITY, Philadelphia, PA January 2000 - Present  
**Health Service Technician, Student Health Services (2001-Present)**

- Provide instruction on the proper administration of and dispense medications to up to 200 patients per day. Work under the direction of 5 doctors and 4 nurse practitioners.
- Set and maintain medication inventory levels for three student health service centers at one of largest university in the United States with services available to the over 38,600 students currently enrolled.
- Coordinate mass immunization visits and track immunization compliance for over 400 Health Science students who are preparing to go out on clinical rotations.
- Implemented and trained managers and fellow staff members on the use of the current medication inventory maintenance system.

**Medical Assistant, Student Health Services (2000-2001)**

- Obtained vital signs and administered injections to students seeking care part-time.  
*Promoted to full-time Health Service Technician position in less than 1 year because of my demonstrated skills and initiative.*

CARSON VALLEY SCHOOL, Flourtown, PA August 1994 - May 2000  
**Licensed Practical Nurse, Residential Treatment Campus**

- Dispensed medications and provided nursing care for 85 residents between the ages of 5 and 15 enrolled in the residential behavior modification program.
- Lead life-skills groups of 8-10 residents in health education discussions
- Initiated, developed and maintained computerized medication administration records.

**SKILLS:**

- ADP Payroll system; Microsoft Word; Excel; Power Point
- Mediat – Electronic Health Records
- Certified in First Aid/CPR, 1994-Present
- Licensed Practical Nurse, 1994 – Present