

# Healthia Gator

Houston, TX | green.gator@hotmail.com | 832-555-5555

## SUMMARY:

(strong trait) college junior pursuing a \_\_\_ degree with (a passion for/interest in (or) seeking a \_\_\_\_\_ position). Excellent \_\_\_ and \_\_\_ skills. Highly \_\_\_ with the ability to \_\_\_ and \_\_\_. (Describe hard and soft skills relevant to career goal)

## EDUCATION:

**UNIVERSITY OF HOUSTON DOWNTOWN**, Houston, TX

*BACHELOR OF SCIENCE IN HEALTH & BEHAVIORAL SCIENCE*

12/2018

Emphasis: HEALTHCARE NAVIGATION

## RELEVANT EXPERIENCE:

RESIDENT ADVISOR – BEHAVIORAL HEALTH [ALLWAYS CLINIC]

5/2016 - PRESENT

- Oversee 20+ clients in residential and day treatment settings, to improve functioning in academic, work, living, social, and leisure environments through reinforcement of skill and resource development
- Facilitate the development of appropriate behaviors, self-expression, and social interaction through one on one meetings
- Collaborate in the provision and/or reinforcement of vocational, educational, social, and recreational rehabilitative experiences for clients
- Maintain a physical and psychological environment that facilitates the improved functioning of clients

INTERN [U.S. HUNGER RELIEF CHARITIES]

10/2010 – 5/2016

- Performed Intake for financial services and resources
- Referred 20+ clients daily to community resources for continuation of care
- Served at Food Drives, Toy Drives, and Holiday parties for adoptive families
- Provided daycare for kids aged 3-7 in the Adoption Services Department

ACCOUNT EXECUTIVE [SOLIANT HEALTH]

4/2014 – 5/2015

- Acted as a strategic staffing partner to hiring managers in various pharmacy settings to include: hospital, home infusion, long term care, compounding
- Developed and maintained relationships with managers to thoroughly understand their business and provide solutions to staffing needs
- Proactively sourced candidates using job boards, organizations, networking groups and traditional methods to identify top talent
- Managed 10 temporary employees by maintaining proactive employee relations, counseling on performance issues, and conducting compensation analyses
- Interviewed potential 30+ job candidates using targeted selection behavioral based interviewing

CAMPAIGN MANAGEMENT [MACON LAW FIRM]

2/2012 – 4/2014

- Coached Intake Specialists on how to improve when errors are made
- Reviewed and correct information input into the databases so that both our attorneys and joint venture attorneys can accurately receive information on potential clients
- Prepared Short Form Complaints (court documents) for case preparation and PPF's utilizing knowledge on the various dockets/torts pursued
- Abided by strict HIPAA requirements when reviewing client medical records

## SKILLS:

Technology: Advanced in Excel, Access, PowerPoint, IRIS and Meta Records 8

Certifications: Crisis Intervention and De-escalation, MANDT trained (2014), CPR Certified (2015)