**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The University of Scranton, Scranton, PA**

Bachelor of Science in Health Administration; Minor in Business **Anticipated May 2023**

* GPA: 3.74/4.00
* Loyola Merit Scholarship, Dean’s List (6/6 semesters), Business Leadership Honors Program, Omega Beta Sigma (Women’s Business Honor Society)

**Sacred Heart University, Dingle, Ireland December 2021-January 2022**

* Studied tourism and marketing while gaining a rich international experience of the Irish economy

**PRACTICAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Memorial Sloan Kettering Cancer Center,** New York, NY

*Physician Office Assistant* **May 2021-August 2021**

* Used strong customer service and multi-tasking abilities to support a practice by providing administrative support to the clinical team and their 50 patients
* Entrusted to handle confidential patient files both physically and through an electronic medical records system
* Scheduled patients’ tests, appointments, and procedures while serving as primary contact for the Multiple Myeloma office

**Geisinger Community Medical Center,** Scranton, PA

*Healthcare Administration Intern* **February 2020-August 2020**

* Participated in administrative and inpatient rounds while paying close attention to work flows
* Attended corporate board, medical staff, management staff, and respective committee meetings

**Memorial Sloan Kettering Cancer Center & Weill Cornell Medicine Research Center,** New York, NY

*Finance and Information Systems Administration Intern* **May 2019-August 2019**

* Rotated between Billing, Education & Quality Assurance, and Husbandry & Operations
* Implemented a new process that increased efficiency for end-users and colleagues

**LEADERSHIP EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The University of Scranton Programming Board (USPB)**

*Vice Chair of Special Events*  **May 2021-Present**

* Oversee the creation, maintenance, and execution of three different committees’ events

*Novelty & Variety Committee Co-Chair* **May 2020-May 2021**

* Organized and planned large scale campus activities while working within budgetary guidelines of $16,000

*Publicity Committee Co-Chair* **May 2019-May 2020**

* Planned and advertised campus events on social media, including Facebook, Twitter, Instagram, & Snapchat

**EMPLOYMENT HISTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Value Drugs & Pharmacy, Bronxville, NY**

*Cashier*  **August 2017-August 2021**

* Handled 300 cash and credit transactions on average daily while ensuring quality customer service at all times
* Supervised and trained 8 new employees while demonstrating how to check inventory and stock shelves with incoming goods

**VOLUNTEER EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Elan Gardens Jewish Home of Eastern Pennsylvania, Clarks Summit, PA** **August 2020-December 2020**

* Worked to engage a group of 15 senior citizens through interactive games and meaningful conversation

**CAMPUS INVOLVEMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Health Administration Society | Business Club | Irish Cultural Society | Campus Ministries