**Overview of Qualifications**

- Self-motivated graduate with a solid commitment and developing expertise in Health Care.
- Skilled in conducting research, analyzing data, and preparing detailed reports.
- Effective in health systems management and administrative assistance.
- Versatile and proactive problem solver with excellent interpersonal skills.
- Highly adaptable to ever changing circumstances when engaging any project plans within a fast-paced and demanding environment.

## EDUCATION

**University of Baltimore, Baltimore, MD**

- **Working towards my PHD in Epidemiology**
- **Master of Science in Health Systems Management** 2015•
- **Bachelor of Science in Health Systems Management** • 2012

*Howard Community College, Columbia, MD*
- **Associate of Arts (General Studies)** • 2010

Relevant Course Completed

- Health Care Office Management
- Nursing Facilities Maintenance
- Pharmacy
- Home Care Delivery
- Cost Reduction

- Health Care Management Strategies
- Health Insurance Policies
- Leadership and Team Building
- Critical Thinking
- Interpersonal Skills

## PROFESSIONAL EXPERIENCE

**Baltimore Health Department**, MD
**Internship** • Jan 2011 – Apr 2011

- Assisted with the development and completion of four departmental projects on affordable health insurance for senior citizens.
- Provided support in maintaining and managing health care facilities.
- Participated in the implementation, analysis and management of the various operational components of the health care systems at the Baltimore Health Department.
- Assisted with promoting and protecting the health of residents of Baltimore City by supporting health care research and programs.
- Maintained safe and clean working environment by complying with procedures and regulations.

## MEMBERSHIPS

Upsilon Phi Delta Society (National Academic Honor Society for Students in Healthcare Administration)
**Member** • Apr 2010 – Present

## SKILLS & PROFICIENCIES

- MS Office Suite
- Decision Making
- Organizational Leadership
- Multi-Tasking

- Planning & Scheduling
- Analytical Thinking
- Flexibility
- Communication Skills