

# MBA in Health Management

64 Rose Lane, Williston Park, NY 11596

516-333-3333

[name@gmail.com](mailto:name@gmail.com)

## PROFESSIONAL SUMMARY

Highly motivated and compassionate MBA candidate dedicated to innovative healthcare and financial improvement processes. Proven leadership, planning, and collaboration skills in the classroom and community. Strong problem solver with excellent analytical and research skills. Seeking an internship in health management.

## EDUCATION AND TRAINING

**MBA: HEALTH SERVICES MANAGEMENT, GPA 3.5** 5/2016  
Hofstra University, Frank G. Zarb School of Business, Hempstead, New York City, NY

**BACHELOR OF SCIENCE: HEALTHCARE MANAGEMENT, BIOLOGY** 5/2014  
Stony Brook University, Stony Brook, NY, United States

Relevant Coursework: Continuous Quality Improvement, Healthcare Management, Corporate Compliance and Regulation, Sales and marketing in Health Care, Healthcare Informatics, Professional Writing in Healthcare, Medical Terminology, Professional Ethics, Healthcare Communications, Completion of Pre-Health Track

## SKILL HIGHLIGHTS

- Case Management
- Process Improvement
- Finance and Budgeting
- Versed in Excel, Word, PowerPoint
- Staff Development / Employee Engagement
- Conflict Management
- Conversational Spanish
- Analytics based approach

## PROFESSIONAL EXPERIENCE

**Mercury Healthcare International** 01/2014 to 08/2014  
**Intern**

- Project Goal was to create sustainable Hospitals in Nigeria, Cameroon, Zimbabwe, and Rwanda
- Worked with a team to study and collect data in regards to hospital development in areas
- Created financial model to attract investors to support hospital construction
- Analyzed data and performed statistical analysis to create viable solutions to ongoing challenges

**Stony Brook University Hospital** 05/2013 to 05/2014  
**Volunteer – Health Management Department**

- Assisted with Medicare/Medicaid approvals, denials, and appeals for patient insurance coverage
- Shadowed Department Administrators, attending management and senior leadership meetings providing experience with hospital administrative processes
- Created and improved patient discharge process
- Assisted Case Managers in securing patient coverage

**Free The Children Stony Brook University** 01/2011 to 01/2014  
**President**

- Founded Chapter in Stony Brook Campus that had 50 members
- Raised approximately \$8500 through fundraising efforts toward efforts to build schools in Sierra Leone, Africa

# Sample Resume For Healthcare Management

**H Kauffman**



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