

YOUR NAME

Local Street Address, Ann Arbor, MI 48109
name@umich.edu • 734.764.5425 • www.linkedin.com/in/profilename

EDUCATION

University of Michigan School of Public Health Ann Arbor, MI
Master of Public Health in Health Behavior and Health Education Expected: April 2017

- Awarded Dean's Scholarship

University of Chicago Chicago, IL
Bachelor of Science in Psychology, Minor in Social and Economic Justice May 2014

- Graduated with Highest Distinction (GPA 3.9/4.0)
- Participated in Paris Study Abroad "Classics of Social and Political Thought" (Fall 2013)

RESEARCH EXPERIENCE

University of Michigan School of Public Health Ann Arbor, MI
Healthy Environments Partnership (HEP), Program Assistant May 2016-Present

- Conduct a cost-benefit analysis of walking groups with the HEP team by determining appropriate models and obtaining program cost and medical expenditure data.
- Analyze attendance and survey for a community-based health intervention to determine a 20% increase in participation and higher satisfaction rating.
- Develop an online steering committee survey for use in process evaluation.

Graduate Student Research Assistant September 2015- May 2016

- Co-facilitated three focus group discussions with physicians and women with asthma to identify opportunities to improve quality control measures through service and medication delivery.
- Oversaw submission timeline for successful grant proposal for new research project addressing chronic disease management.
- Coded focus group recordings using NVivo qualitative data analysis software.
- Contributed data, formatting and charts to paper (Special challenges in treatment and self-management of older women with asthma) accepted for peer review with *Annals of Allergy, Asthma & Immunology*.

Michigan Quarterly Review Ann Arbor, MI
Research Assistant Intern September 2015-April 2016

- Performed comprehensive archival research compiling prominent university alumni biographies and significant achievements using historical databases.
- Analyzed recorded radio interviews with 15 significant figures on early University of Michigan radio.

PROJECT MANAGEMENT EXPERIENCE

University of Michigan Health System Ann Arbor, MI
Patient and Family Centered Care (PFCC) Programs Project Manager May 2014-April 2015

- Coordinated volunteer recruitment and placement for the 75 participants in the MiChart Volunteer Support Program, which enhanced technological support during new electronic health system rollout.
- Managed logistical aspects, including budget tracking, of an all-day PFCC 2-day mini-conference for over 200 leadership and staff representing various departments across the Health System.
- Developed nomination, tracking and evaluation process for two distinguished employee awards.

SKILLS & LANGUAGES

- Software skills: SPSS, NVivo, InDesign, iMovie, Constant Contact
- Language: Proficient in Hindi

YOUR NAME

Local Street Address | Ann Arbor, Michigan

xxx-xxx-xxxx | yourname@umich.edu

linkedin.com/customaddress

EDUCATION

University of Michigan School of Public Health

Master of Public Health in Health Management and Policy

- Graduate certificate in Health Informatics

Ann Arbor, Michigan

Expected: May 2019

University of Chicago

Bachelor of Arts in Public Policy and French

- Graduated with High Honors (GPA 3.8/4.0)

Chicago, Illinois

June 2009

WORK EXPERIENCE

Columbia College Chicago – Dean of Liberal Arts and Sciences

Assistant to the Dean and Coordinator of Projects

- Managed office budget of \$1 million; oversaw departmental budgets totaling \$27 million
- Directed personnel electronic processing in internal database for hiring, faculty evaluation, and promotion
- Managed office operations including supervising one administrative assistant and two student workers

Chicago, Illinois

May 2011-August 2015

City of Chicago - Mayor's Office of International Relations

International Program Coordinator for Mayor Richard M. Daley

- Coordinated Mayoral and other City monthly meetings for visiting leaders and delegations
- Arranged Mayoral travel, including advance logistics and communication and billing follow-up
- Researched and produced memos on international issues for Mayor and other City officials

Chicago, Illinois

January 2010-April 2011

Académie de Paris

English Language Assistant

- Planned and taught English courses for 120 high school students speaking 13 different native languages
- Improved instructional align with the Programme for International Student Assessment (PISA) by collaborating with French-speaking school staff to restructure English curriculum

Paris, France

June 2009-January 2010

Resources for Sexual Violence Prevention

Peer Education Coordinator

- Developed and delivered eight workshops on safe sex and healthy gender relations
- Recruited and trained six new peer educators to facilitate workshops

Chicago, Illinois

September 2006- April 2009

LEADERSHIP AND SERVICE

Michigan Healthcare Executive Student Association

Co-Chair

- Coordinated three employer information sessions per semester for 30-40 students
- Collaborated with Office of Student Engagement and Practice to organize five alumni to speak on career panel for 60 students attendees

Ann Arbor, Michigan

December 2015-Present

Rape Victim Advocates

Medical Advocate

- Advocated for survivors of sexual assault in the emergency room of five area hospitals
- Completed 60-hour training resulting rape crisis response certification including legal and medical advocacy

Ann Arbor, Michigan

September 2015-Present

TECHNICAL SKILLS & LANGUAGES

- **Computer:** Microsoft Access, SPSS, Quicken Quickbooks, and Adobe Photoshop
- **Languages:** French (fluent), Spanish (conversational)