

# DANA BROWN

234 WEST 7890 SOUTH, OGDEN, UT 84404 801.393.0223 [brown1@weber.edu](mailto:brown1@weber.edu)

## OBJECTIVE

Professional position as Health Care Administrator with Peak Medical Corporation.

## EDUCATION

Bachelor of Science, Health Administration Services, Long-Term Care Administration Emphasis  
Weber State University, May 2009  
GPA: 3.65/4.0

## HONORS

Dean's List, 7 out of 8 semesters      AUPHA Membership, 2007-2008  
Student Advisory Board, 2008      Utah Health Information Association, 2008  
Financed 100 per cent of education      Recipient, Dean's Academic Scholarship, 2009

## RELEVANT COURSEWORK

Health Care Marketing, Health Care Policy and Economics, Health Care Financial Administration, Health Care Policy and Economics, Health Facility Operations, Community Health Care Delivery System, Social Gerontology, Aging: Adaptation & Behavior

## INTERNSHIP

**Assisted Living Center**, Ogden UT, 2008-2009

- Developed Office Policy & Procedure manual.
- Created spreadsheet and graph delineating delinquent records.
- Participated in Master Patient Index consolidation.
- Assisted in human resources function.

## RELEVANT WORK EXPERIENCE

**Medical Assistant**, XYZ Clinic, Ogden UT, 2007-2008

- Performed patient insurance pre-authorizations.
- Scheduled patients, and assisted with all aspects of patient care.
- Received patient calls and answered questions.

**Medical Transcriptionist**, CyberDoc, Salt Lake City UT, 2004-2007

- Transcribed medical reports for nationwide health care facilities.

## SKILLS

Policy & Procedure Writing  
Medical Terminology  
MS Word

Human Resources  
Managerial Skills  
MS PowerPoint

Interpersonal Skills  
MS Excel

*References Available Upon Request*