

# Robert L. Stevens

75 N. 98 W. Career Ave • Ogden, Utah 84405 • (801) 626-xxxx • xxxx@gmail.com • <https://www.linkedin.com/in/robertxxxx>

## EDUCATION

---

### **B. S. Degree, Health Administration Services**

Pending: Dec. 20xx

*Health Services Administration Emphasis*

Weber State University, Ogden, UT

GPA: 3.76/4.00

## HEALTH ADMINISTRATIVE SERVICES INTERNSHIP

---

### **MCKAY-DEE HOSPITAL, Ogden, UT**

October 20xx – Present

- Collaborate with the marketing department to promote the hospital's services through various social media outlets such as the internet, radio, television, Facebook, and Twitter
- Analyze patient survey reports and compile data to present to the Human Resources department
- Assist the hospital supervisor in filing and organizing patients' documents

## PROFESSIONAL EXPERIENCE

---

### **ASSISTANT MANAGER**

August 20xx – Present

*Weber Plasma Services, Ogden, UT*

- Develop trainings for staff development and assist with interview screenings
- Assist the manager with the budget and financial transactions
- Attend statewide career fairs and recruit students to apply for positions within the company

### **MARKETING INTERN – MEDICAL LAB DEPARTMENT**

September 20xx – July 20xx

*Jordan Regional Hospital, Jordan, UT*

- Designed fliers and other promotional information for the department
- Collaborated with supervisor to advertise services to local media groups
- Updated news and other information on department website

### **MEDICAL TRANSCRIPTIONIST ASSISTANT**

August 20xx – August 20xx

*Jordan Regional Hospital, Jordan, UT*

- Transcribed medical reports and processed forms using Word and Excel
- Performed patient insurance pre-authorizations and updated electronic health records

## RELEVANT SCHOOL EXPERIENCE

---

### **Public Health Finance – HAS 3700**

- Formulated a public health budget and learned government accounting and budgeting concepts

### **Human Resource Development in Health Care – HAS 3240**

- Gained understanding of human resources principles such as compensation, recruitment/selection, and performance appraisals

## SKILLS

---

Managerial Leadership  
Medical Terminology  
MS Word, PowerPoint, Excel

Policy & Procedure Writing  
Human Resources  
Health Care Finance

Health Care Marketing  
Billing & Medical Reporting  
Proficient in Spanish

## LEADERSHIP EXPERIENCE

---

**President, Health Administrative Services Club, Weber State University**

August 20xx-May 20xx

**Programming Vice President, Student Involvement, Weber State University**

August 20xx-May 20xx