

West Virginia University  
School of Public Health



**MASTER OF HEALTH  
ADMINISTRATION**

# Resume Book

Class of 2023

Class of 2024

Spring 2023



Dear Reader,

It is my great pleasure to present the first resume book of the Master of Health Administration (MHA) at West Virginia University (WVU). It includes the full-time residential, online executive students, and recent graduates. You will discover a pool of talented individuals, with various experiences and interests. All of them are ready to gain more experience, address challenges, and improve the health of the populations you serve.

Our WVU MHA program started in August 2020. We now have 31 alumni, with various roles in multiple states, ranging from Administrative Fellows in Illinois and Maryland to Vice-President of Finance or Quality Officer in West Virginia.

In addition to our faculty, considerable credit goes to our partners —health organizations and leaders— for providing real-world learning opportunities to our students. In addition to employing our graduates or students, those partners directly contribute to the MHA Program by being guest speakers in our MHA classes, internship or fellowship preceptors, mentors, or capstone project sponsors. Practicing and addressing real world challenges are crucial to our students' successes and we could not provide such experiential learning without your support and dedication!

Please have a look at our MHA student resumes and contact us if you would like to connect with a specific student, contribute to our students' development, or simply connect with us.

Thank you for offering invaluable opportunities to our MHA students and alumni.

Sincerely,

A handwritten signature in blue ink that reads "F. Weaver". The signature is stylized with a long horizontal flourish extending to the right.

France Weaver, PhD  
MHA Program Director

To contact me: <https://directory.hsc.wvu.edu/Profile/78761/Contact>

# YARA ALAMIN

<https://www.linkedin.com/in/yara-alamin>

## SUMMARY

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Strong desire to support those around me. I have an interest in operations and project management as well as care quality. I enjoy collaborating with groups of people to find solutions to problems. I'm great at picking up new perspectives and knowledge from others.

## SKILLS

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### **Leadership**

Diverse Leadership Capabilities | Time Management | Organization | Public Speaking

Critical Thinking | Problem Solving | Adaptable | Supportive Team Member

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | R-Studio | Google Docs | Google Sheets | Qualtrics

### **Certifications**

HIPPA | FEMA

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Science, Health Services Management and Leadership*

May 2022

## HEALTHCARE EXPERIENCE

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### **Project Coordinator**

*WVU Prevention Research Center, WV*

December 2020 - Present

- In Charge of day-to-day oversight of operations, budget, and expenses
- Managed subcontracts and community subcontracts
- Organized, planned, and lead team meetings.
- Coordinated with state partners to assess communities.

### **Student Program Coordinator**

*Regrounding Our Response, WV*

June 2022 – August 2022

- Created and maintained the database of certified trainers.
- Wrote various written proposals.
- Completed assigned tasks independently by deadline.

### **Rare Disease Advisory Council Intern**

*West Virginia University, WV*

December 2021 – May 2022

- Developed a strategic marketing plan.
- Created and disseminated a survey to various populations within the state of WV.
- Conducted various outreach tasks and press releases.

## **Undergraduate Orientation Leader**

*West Virginia University, WV*

May 2021 – November 2021

- Acted as a resource for incoming students and their families by answering questions and/ referring to additional resources.
- Assisted in the preparation, implementation, and evaluation of New Student Orientation.
- Assisted in the development of class schedules during pre-advising sessions.
- Lead virtual discussion groups and webinars for incoming students and families.

## **LEADERSHIP EXPERIENCE**

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### **Chapter President**

August 2022 - Present

*Student Association of Public Health, WVU*

- Elected by cohort of peers to serve as president for student led organization dedicated representing student interests, facilitating exploration and education while providing students various opportunities within the community.
- Responsible for coordinating and facilitating all SAPH events and meetings. Serve as the official representative for SAPH. Serve as the Liaison between students and faculty.

### **Chapter Treasurer**

August 2021 – May 2022

*Student Association of Public Health, WVU*

- Responsible for tracking chapter revenues and expenses and providing reports back to staff advisor and fellow members.
- Worked with local Vendors to create SAPH merchandise.
- Implemented various fundraising events.

### **Vice President**

August 2021 - May 2022

*National Society for Collegiate Scholars, WVU*

- Elected by cohort of peers to serve as vice president for student led organization dedicated to a spirit of commitment to scholarship, leadership, and service.
- Organized student events and controlled funding while aiding the president.

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Sales Associate**

May 2019 – January 2020

*JCPenney's, Parkersburg, WV*

- Completed checkout processes including returns and re-ticketing. Assisted with the signing and merchandising standards at all checkouts while stocking and merchandising Impulse Fixtures and replenishment. Proactively called for assistance when additional help is needed in checkout.
- Assisted with Omnichannel efforts as needed. Assisted with recovery, put backs and fitting room maintenance as needed. Participated in annual inventory processes.

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Advanced Volunteer (400+ Hours), Camden Clark Medical Center, WV, August 2017 – May 2022



# Alexia Assi

<https://www.linkedin.com/in/alexia-assi-95317a161/>

## SUMMARY

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Passions include long-term care, as well as psychiatry, due to a background in neuroscience. Have a good feel for how the healthcare system works because of job shadowing experience. Looking for opportunities that allow my science background to make the healthcare system the best that it can be, as well as a chance to contribute to this organization.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Collaboration

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Science, Neuroscience – Emphasis in Behavioral Neuroscience*

May 2021

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### **Job Shadow**

*Charleston Area Medical Center, Hurricane, WV*

November 2021- January 2022

- Observed orthopedic surgeon Dr. Cox evaluate, diagnose, and treat musculoskeletal injuries such as fractured and broken bones, ACL tears, meniscus tears, and dislocated joints; conduct cortisone injections; analyze skeletal x-rays

### **Job Shadow**

*Thrush & Clark Allergists PLLC, Morgantown, WV*

October 2021 – November 2021

- Worked under allergist/immunologist Dr. Clark by observing diagnostic testing and treatment such as allergy skin tests and injections, staining and analyzing samples from nasal smears, and patch skin tests for diagnosing contact dermatitis

## LEADERSHIP EXPERIENCE

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**Assistant Manager**

May 2021 – August 2022

*Fairways Bar & Grill*

- Developed weekly schedules for 20+ employees to assign duties between the serving, kitchen, and takeout divisions
- Performed payroll for 3 businesses within Aussie Enterprises LLC for 30+ employees by utilizing QuickBooks
- Worked with 10+ vendors to source weekly supply of ingredients and alcohol, while negotiating rebates and discounts

**Technology Chairman**

October 2019 – May 2021

Kappa Kappa Gamma

- Led the Beta Upsilon chapter's recruitment by conducting 15+ meetings for the admission process to ensure secure and successful voting sessions
- Trained a team of 5 individuals on software including ICS, OmegaRecruit, and Microsoft Excel to consolidate and analyze voting results

**OTHER PROFESSIONAL EXPERIENCE**

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**Special Project Coordinator**

March 2022 – June 2022

*West Virginia State Auditor's Office, Charleston, WV*

- Worked on pharmaceutical transparency for the State Auditor's website by utilizing Excel and contacting 200+ pharmaceutical companies to ensure drug prices are accurately reported to West Virginia citizens
- Audited West Virginia state vehicles, as well as 1,000+ general accounting expenses and payment requests pertaining to public defender services, rehabilitation, and automotive rental fees

**Server***Fairways Bar & Grill, Hurricane, WV*

- Demonstrated great customer service by providing prompt assistance and received Employee of the Month award

**PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

**VOLUNTEER AND SERVICE EXPERIENCE**

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Reading is Fundamental, Morgantown, WV, January 2018 – May 2021

Norma Mae Huggins Cancer Research Endowment Fund, Morgantown, WV, January 2018 – May 2021

# Christina Bondi

<https://www.linkedin.com/in/christina-bondi-4422381a3>

## SUMMARY

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A highly motivated healthcare professional looking to grow and bring new successes to the field. Able to demonstrate leadership skills through creative thinking and collaboration. Willing to bridge the gap between management, staff, and physicians, creating an efficient work environment and a healthy culture.

## SKILLS

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### **Leadership**

Critical Thinker, Adaptable, Supportive Team Member, Emotionally Intelligent, Organized

### **Computer/Software**

eClinicalWorks, DSN Practice Management Software, VixWin, Google Drive (Sheets, Docs, Slides), Microsoft Office (Excel, PowerPoint, Word)

### **Certifications**

HIPAA (2022), Naloxone (2021), Children on Campus Training - Rule on Child Protection (2021)

## EDUCATION

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**West Virginia University** Morgantown, WV

Master of Health Administration

Exp. May 2024

**West Virginia University** Morgantown, WV

Bachelor of Science, Public Health, Patient Navigation - Magna Cum Laude

May 2022

## HEALTHCARE EXPERIENCE

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### **Patient Care Coordinator**

May 2019 - August 2022

*Warren Oral Surgery, Warren, NJ*

- Coordinated with healthcare facilities, patients, and insurance companies through phone and in-person interactions.
- Explained procedure phases, payment responsibilities, and insurance benefits in detail with patients prior to surgery.
- Inputted personal insurance, financial, and medical record information for approximately 80 patients per day.
- Scheduled pre-operative, post-operative, and surgical appointments for 3 oral surgeons.
- Collaborated with Account Manager to collect and process patient balances in preparation for insurance claim submittals.

### **Surgical Assistant**

December 2021 - August 2022

*Warren Oral Surgery, Warren, NJ*

- Assisted 3 surgeons during approximately 25 sedation surgeries per day.
- Coordinated the proper instruments for surgeons, held suctioning, and assisted patients through their operation.
- Sanitized, restocked, and prepped 5 surgery rooms for approximately 80 patients per day.
- Called in prescriptions through RXNT for patients.

### **Patient Care Coordinator - Intern**

August 2017 - July 2018

*Somerset Surgical Associates, LLC, Somerville, NJ*

- Helped to navigate patient treatment plans with local healthcare facilities.

- Scheduled pre-operative and post-operative appointments for 5 general surgeons.
- Entered personal, billing, and insurance information into patient health charts.
- Shadowed pre-operative and post-operative appointments as well as in-office procedures.

## LEADERSHIP EXPERIENCE

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### Senior Honor Board Member

January 2021- December 2021

*Alpha Xi Delta*

Active Member: February 2019 - May 2022

- Promoted greek life in accordance with campus approved safety measures, chapter policy, and values.
- Drafted and implemented chapter safety policies and procedures.
- Served as the sorority liaison with university administrators as well as campus and municipal police.

### Campus Activities Director

January 2020 - December 2020

*Alpha Xi Delta*

Active Member: February 2019 - May 2022

- Represented the organization on campus to promote chapter involvement by participating in events held by the university. Events included fundraising, health promotion, and collaboration between greek life and other campus organizations.

### Member

Active Member: August 2019 - May 2022

*SAPH: Student Association of Public Health*

- Work in a group environment to raise awareness to public health issues in the community through volunteer work in organizing social events, community health outreach and education, community service and civic engagement opportunities, professional development, and advocate for social justice.

## OTHER PROFESSIONAL EXPERIENCE

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### Intern

January 2022 - May 2022

*Healthy Harrison*

- Completed capstone project to successfully market wellness strategies which led to WVU Medicine signing a contract making Healthy Harrison in charge of all wellness programs.
- Constructed an Instagram account to promote healthy living to change the target audience to the younger generations.
- Generated content included tips through graphics and videos regarding mental health, fitness, and healthy eating habits.

## PROFESSIONAL AFFILIATIONS

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The National Society of Leadership and Success, Member

## VOLUNTEER AND SERVICE EXPERIENCE

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Osher Lifelong Learning Institute, West Virginia University, Morgantown, WV, October 2021 - November 2021

Sundale Nursing Home, Morgantown, WV, November 2018 - May 2022

Mountaineerthon, West Virginia University, Morgantown, WV, March 2019

Christian Help, Morgantown, WV, April 2019

## AWARDS

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Scholarship of Distinction, West Virginia University, August 2018 – May 2022

WVU Scholarship, West Virginia University, August 2018 – May 2022

Public Health Emerging Ldr Sch, School of Public Health, August 2021

# Hannah Chenoweth

[www.linkedin.com/in/hannahvchenoweth](http://www.linkedin.com/in/hannahvchenoweth)

## SUMMARY

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An aspiring healthcare leader who has a genuine passion for helping others through a leadership role in healthcare. Excellent communication and interpersonal skills that concur with a collaborative and motivational leadership style. Dedicated to improving the quality of patient care through increased organizational operational excellence.

## SKILLS

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### **Leadership**

Critical Thinker | Communication | Integrity | Collaboration | Positivity

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Science, Exercise Physiology, Summa Cum Laude*

December 2021

*Graduate of the WVU Honors College*

## HEALTHCARE EXPERIENCE

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**West Virginia University Health Affairs Institute**

December 2022 - Present

*Morgantown, WV*

Student Worker

- Working with Faculty at WVU and the WVU Health Affairs Institute to assist the state on the Direct Care Workers (DCW) Shortage in West Virginia
- Facilitating to reveal factors contributing to the shortage and aiding in developing a strategic plan, consisting of goals and objectives to address and hopefully eliminate the shortage
- Researching current journals/news articles/policies in WV that are aimed at aiding the Direct Care Worker Shortage
- Investigating policies from various States regarding the DCW shortage to then organize an environmental scan matrix of suggested recommendations
- Constructing both short and long-term deliverables for Stakeholders

## LEADERSHIP EXPERIENCE

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**West Virginia University Dance Team Strength and Conditioning Internship** August 2021 - December 2021  
*Morgantown, WV*

Intern

- Conducted strength and conditioning workouts for the WVU Dance team
- Collaborated with my preceptor bi-weekly to program workouts for the dancers
- Promoted a trusting and encouraging environment for the dance team
- Tracked progress of the dancers' strength development each week

## OTHER PROFESSIONAL EXPERIENCE

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**West Virginia University Exercise Physiology Department** August 2021- December 2021  
*Morgantown, WV*

Researcher

- Obtained data on the anaerobic power of 25 WVU Dance Team members
- Administered various anaerobic and aerobic tests to collect data on each dancer
- Analyzed the data that was collected and formatted it into an excel file
- Formulated an abstract poster of summarized results and presented them at the Mid-Atlantic ACSM Regional Conference

Publications

- Chenoweth, H; Dodrill, J; Pistilli, E E.; Florence, L; and Leary, B K. (2022) "Anaerobic Power of Division-1 Competitive Dancers," *International Journal of Exercise Science: Conference Proceedings*: Vol. 9: Iss.10, Article 90.

## PROFESSIONAL AFFILIATIONS

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## VOLUNTEER AND SERVICE EXPERIENCE

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Student Association of Public Health, West Virginia University, 2022-Present

Healthcare Administration Student Association, West Virginia University, 2022-Present

Exercise Physiology Club, West Virginia University, 2018-2021

## AWARDS

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President's List (4.0 GPA), West Virginia University, Fall 2018, Spring 2020, Spring 2021, Fall 2021

Dean's List (3.5 GPA or higher), West Virginia University, Spring 2019, Fall 2019, Fall 2020

Upsilon Phi Delta Honor Society Scholarship Recipient, West Virginia University, 2022

HIPAA, West Virginia University, 2018-Present

# Noah Collie

[www.linkedin.com/healthcareprofessional](http://www.linkedin.com/healthcareprofessional)

## SUMMARY

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An early-career healthcare professional with demonstrated success working on multiple, projects in various fields of healthcare. An aspiring Project Manager who plans to obtain Lean Six Sigma certification and obtain their PMP 2-5 years after graduation. An empathetic leader who believes that workplace culture leads to a more comfortable, productive environment for all clinical and administrative workers present to the organization.

## SKILLS

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### **Computer/Software**

Microsoft Excel, Teams, Publisher, Outlook, PowerPoint, Word | EPIC | Tableau | Hospital/Provider Billing | Modio | Adobe Acrobat |

### **Project Management**

Mission Statements | Presentations | Collaboration | Program Development | Event Coordinating | Gantt Chart | Value Based Care Programs | Brand Promotion |

### **Stakeholder Management**

Executive-Level Reporting | Collaborative | Empathetic | Physician, Administrative, & Clinical Relations | Presentation Skills

### **Credentialing/Licensing**

Medical Licensing/Renewals in WV, PA, OH, MD, VA, FL | Credentialing/Recredentialing in WV, OH, PA, MD |

## EDUCATION

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**West Virginia University** | Morgantown, WV

Master of Health Administration. GPA: 4.00/4.00

Exp. May 2023

**West Virginia University** | Morgantown, WV

Bachelor of Science, Biology w/Minor in Communication Studies, Honors in Biology. GPA: 3.22/4.00

May 2020

## HEALTHCARE EXPERIENCE

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### **HVI Project Assistant**

WVU Medicine Heart and Vascular Institute | Morgantown, WV |

March 2022 - Present

- Coordinated the planning, transportation, catering, lodging, and daily itinerary of department symposiums/conferences
- Coordinating the program development of a CME-accredited, ECMO training program, in accordance with ELSO recommendations and guidelines.
- Working with the WVU Medicine Department of ECMO and the WVU Office of Continuing Education in the development of a hybrid, in-person/online CE course for Nurses and Respiratory Therapists

- Assisting WVU HVI Leadership in defining and documenting the scope, goals and objectives of a specific projects including development of project mission, vision, and values.
- Assisted HVI Physicians and Leadership throughout the 2021-2022 Promotion and Tenure Process by organizing meetings and editing the committee letters of HVIs 94 physicians.
- Completing a wide range of tasks using Microsoft Office products such as letters, memoranda, policies, reports, notes, or drafts of dictation, in an accurate, neat, and timely manner as assigned.
- Analyzing hospital and professional billing data to find the breakeven costs for 6 Cardiac, 10 Thoracic, and 8 Vascular surgery procedures for a Cash-Based Payors program.
- Troubleshooting workflow issues in the provider onboarding process through monthly auditing of the Modio centralized credentialing system and through personal/peer experience.
- Examining and presenting the quarterly results of 3 Highmark and Humana Population Health Initiatives to senior leadership and, population health office leadership, and payor administrators.
- Counseling and assisting 98 physicians through the WV, OH, PA, VA, MD, and FL state licensure and licensure renewal processes.
- Created a crosswalk for the credentialing and recredentialing of physicians and advanced practice providers for 24 medical facilities throughout WV, PA, OH, VA, and MD.

### **Medical Scribe**

WVU Medicine, Morgantown, WV

October 2020 – March 2022

- Documented the physician dictated patient histories, review of systems, medications, and allergies of 30-40 patients daily in accordance with all local, state, and federal guidelines for documentation
- Assisted physicians with documentation in the following medical fields: General Surgery, Orthopedic Surgery, Podiatry, and Internal Medicine.

## **OTHER PROFESSIONAL EXPERIENCE**

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### **New Student Orientation Leader**

April 2018 – March 2020

West Virginia University, Morgantown, WV

- Delivered a daily student-led presentation to groups of 150+ incoming students on student resources at 50 orientations.
- Assisted in welcoming over 23,000 students, families, and guests to WVU throughout the course of New Student Orientation.

### **Admissions Ambassador**

April 2018 – March 2020

West Virginia University, Morgantown, WV

- Managed up to 8 other ambassadors per shift and ensured they provided correct information and excellent customer service to the stakeholders called.
- Initiated and maintained telephone, written, and e-mail contact with prospective West Virginia University students throughout their application and admissions process.

## **PROFESSIONAL AFFILIATIONS**

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West Virginia Chapter of the Medical Group Management Association (WV MGMA)

August 2022 - Current

WVU Healthcare Administration Student Association

August 2022 - Current

American College of Healthcare Executives

August 2021 - Current

Mountain Honorary

October 2019 – Current



# Haley Cothorn

[www.linkedin.com/in/haleycothorn](http://www.linkedin.com/in/haleycothorn)

## SUMMARY

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An aspiring healthcare professional in the process of receiving a master's degree in health administration. Have demonstrated success working in multiple internships at the administrative level and as an ED scribe at the clinical level. A problem-solver who incorporates knowledge from previous experiences into current situations to develop effective solutions. A strong work ethic coupled with a servant leadership style that will permit the ability to develop employees and create a cohesive environment between clinical and administrative staff.

## SKILLS

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### **Leadership**

Interpersonal Communication | Perspicacious Thinker | Adaptable | Empathetic

### **Computer/Software**

Microsoft Excel, PowerPoint, Word | Epic | REDCap | Monday.com

### **Certifications**

Microsoft Office Specialist, Educating Culturally Competent Healthcare Professionals: Delivering Patient-Centered Care

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Science, Health Services Management and Leadership - Summa cum Laude (GPA: 3.89)*

May 2022

## HEALTHCARE EXPERIENCE

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**UPMC Administrative Resident – Health Services Division**

*Monroeville and McKeesport, PA*

Upcoming Summer 2023

**Graduate Assistant**

*WVU Health Affairs Institute, Morgantown, WV*

August 2022 – Present

- Project contribution with the multi-disciplinary Extended Telehealth Pilot Team
- Assist in designing and collecting data for quantitative survey instrument

**Quality Management Intern**

*WVU Medicine J.W. Ruby Memorial, Morgantown, WV*

January 2022 – March 2022

- Identified maternal tobacco use during pregnancy and impact on payer performance to identify metrics for *Peak Health*
- Partnered with Perioperative Quality Coordinator to evaluate head and neck surgery data through *Epic*

### **Administrative Intern**

*WVU Medicine Camden-Clark, Parkersburg, WV*

Summer 2021

- Developed a clinical policy manual for Camden Clark Physician Corporation (CCPC)
- Partnered with CCPC Senior Business Managers on initiatives in various clinics, aiming to improve retention and morale
- Evaluated market share trends, analyzed target locations, and updated a public survey for South Parkersburg expansion project

### **Emergency Department Scribe**

*WVU Medicine Camden-Clark, Parkersburg, WV*

May 2019-August 2020

- Documented physicians' and licensed independent practitioners' dictation and activities into medical records

## **LEADERSHIP EXPERIENCE**

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### **Student Representative – Executive Council**

August 2022 - Present

*West Virginia University School of Public Health*

- Collect feedback from students on various initiatives
- Collaborate with Student Affairs Dean's, Department Chair's, and faculty to improve student experience

### **President-Elect**

August 2022 – Present

*Delta Omega: Gamma Mu*

- Support all leadership positions with their Gamma Mu responsibilities
- Collaborate on chapter of the year development

### **Dean's Ambassador**

August 2021 - Present

*West Virginia University School of Public Health*

- Connect with both high school and college transfer students to answer any questions about offered programs at the School of Public Health
- Promote and represent the School of Public Health through various events and fairs with key stakeholders

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## **VOLUNTEER AND SERVICE EXPERIENCE – Total Hours: 105**

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Program Assistant – ACHE Congress, Chicago, IL, March 2022

Delta Omega Gamma Mu Chapter, Morgantown, WV, August 2020-Present

Mon Health General Administrative Volunteer, Morgantown, WV, January 2021 – May 2021

## **AWARDS**

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Most Outstanding Student Award in Health Services Management and Leadership, West Virginia University, 2022

Member of Delta Omega Gamma Mu Chapter, West Virginia University, 2022

Member of Upsilon Phi Delta, West Virginia University, 2022

# Michael Charles Englund

<https://www.linkedin.com/in/michael-englund-27a651220/>

## SUMMARY

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An early-career healthcare professional that has already worked in consulting for a year and has developed skills in financial decision making, market analysis, and business operations. I enjoy working with data for decision making, and working with project in excel or similar platforms.

## SKILLS

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### *Leadership*

Data Driven | Problem Solver | Adaptable | Understanding

### *Computer/Software*

Microsoft Excel, Access, PowerPoint, Word | Qualtrics

## EDUCATION

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### **West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2025

President's List (4.0 GPA): Fall 2022

### **West Virginia University** Morgantown, WV

*Bachelor's in Business Administration emphasis Entrepreneurial Studies*

May 2022

President's List (4.0 GPA): Fall 2021

Dean's List (+ 3.5 GPA): Spring 2021, Spring 2022, Fall 2019

## COSULTING EXPERIENCE

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### **Chia Chews Consulting**

*Entrepreneurship 430/440 Small Business Consulting*

August 2021 – May 2022

- Conducted high level research on market segments, insurance policies, and business operations
- Developed, distributed, and analyzed surveys for product and market research and development
- Assessed data and provided recommendations to client

## LEADERSHIP EXPERIENCE

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### **Operations Supervisor**

May 2021 - Present

*WVU Campus Recreation*

- Organized teams for daily operations of the facility in coordination with other WVU departments
- Worked with excel to create scenarios for employee wages and facility closures

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Cashier/Team Member**

May 2020 – August 2020

- Managed teams making displays and organizing store layout
- Used judgement skills to identify if a customer was eligible to buy firearms

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## **Certifications**

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CPRO Certified (Red Cross)

Basic of Funds Handling Cashiering 2023 (WVU)

Shots Fired 2022 (WVU)

Child Abuse Prevention (WVU)

Harassment & Discrimination Prevention & Meridians (WVU)

# Isabella Harrison

<https://www.linkedin.com/in/isabellaharrison/>

## SUMMARY

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An early-career healthcare professional with demonstrated success working on multi-disciplinary teams in various departments. A collaborative leadership style with a focus on developing employees helps to create an environment of cohesion between physicians and clinical staff.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member | Adaptability | Interpersonal Skills

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | EPIC | Mimics | R Studio | Qualtrics

## EDUCATION

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**West Virginia University** Morgantown, WV  
*Master of Health Administration*

Exp. May 2023

**West Virginia University** Morgantown, WV  
*Bachelor of Science, Public Health*  
*Minor: Economics*

May 2021

## HEALTHCARE EXPERIENCE

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### **Imaging Research Assistant**

*Steadman Philippon Research Institute, Vail, CO*

May 2022-August 2022

- Applied cutting edge imaging techniques to musculoskeletal- specific applications
- Develop orthopedic and sports medicine imaging protocols for diagnosis and treatment evaluation

### **Centralized Scheduler**

*WVU Medicine, Morgantown, WV*

September 2021 – April 2022

- Connected physicians for consults, patient appointments, admission transfers, and patient information
- Input data into the EPIC system for patients while answering incoming Healthline calls from patients
- Collaborated with various departments across WVU Medicine, including clinical departments, patient access and physician billing operations

## LEADERSHIP EXPERIENCE

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### **Officer**

August 2018 - May 2021

*West Virginia University Club Lacrosse*

- Elected by cohort of peers to serve as officer for student led organization to travel and compete against other teams in the region

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Customer Service Representative**

June 2019 – February 2022

*Duro Cleaners, Pittsburgh, PA*

- Provide customer service, run registers, tag clothing, and process orders

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

## **VOLUNTEER AND SERVICE EXPERIENCE**

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CDC Mask Observation Study, Morgantown, WV, January 2021 – April 2021

WVU Medicine Student Volunteer, Morgantown, WV, October 2019-December 2019

# Trey Harvey

[www.linkedin.com/in/trey-harvey-357515181](http://www.linkedin.com/in/trey-harvey-357515181)

## SUMMARY

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An early-career healthcare professional with demonstrated success working on multi-disciplinary teams in various organizations. A creative problem-solver in implementing innovative solutions with a commitment to life-long learning. A self-driven, servant leadership style focused on creating an efficient and effective environment.

## SKILLS

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### **Leadership**

Strategic Thinker | Problem Solver | Adaptable | Supportive

### **Computer/Software**

Microsoft Office Programs | Kronos | Position Manager | Universal Background Screening | Qualtrics

## EDUCATION

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**West Virginia University** Morgantown, WV  
*Master of Health Administration – 4.0*

Exp. May 2023

**West Virginia University** Morgantown, WV  
*Master of Science, Population Health – 4.0*

Exp. May 2023

**West Virginia University** Morgantown, WV  
*Bachelor of Science, Public Health*

May 2021

## HEALTHCARE EXPERIENCE

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### **Program Associate – Operations & National Programs**

*Community Education Group, Washington, DC*

August 2022 - Present

- Build workforce training curriculum for community health workers through research and development as a part of the operations in the West Virginia DHHR CHAMPS Project grant
- Facilitate a six-week training to 30+ participants on a variety of healthcare topics
- Prepare reports, including needs assessment for various grant-funded projects
- Analyze data-driven solutions for safe spacing and quality improvement to develop toolkits for health screening distribution sites

### **Human Resources Intern**

*Mon Health System, Morgantown, WV*

April 2022 – July 2022

- Consulted a leader educational series with Human Resource Business Partner to guide system management capabilities
- Conducted 325+ internal audits using various HR system programs (Kronos, Position Manager, Universal Background Screening) for talent acquisition processes
- Evaluated physician and other medical provider onboarding, making strategic recommendations for a more efficient, streamlined process

## **Health Promotion Intern**

*Healthy Harrison, Morgantown, WV*

January 2021 – May 2021

- Guided a multi-phased community health campaign involving clients participating in improving wellness outcomes
- Led interviews and collaborated with team & community leaders to create social media platforms for promoting healthier lifestyles
- Maintained client relationships by providing reports on progress development

## **LEADERSHIP EXPERIENCE**

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### **Secretary**

August 2022 - Present

*Health Administration Student Association (HASA)*

- Elected by cohort of peers to serve as secretary for student led organization dedicated to helping healthcare administration students thrive
- Organize “Meeting Minutes” on topics discussed to guide project development
- Assist in social and fundraising events

## **OTHER PROFESSIONAL EXPERIENCE**

---

### **Brand Ambassador**

November 2019 – March 2020

*GMR Marketing, Morgantown, WV*

- Drove traffic to actively engage with consumers within the footprint, exceeding the set quota of 100+ engagements
- Supported engagements as a team by delivering essential products and promotional messaging to consumers
- Identified and troubleshoot all onsite issues by working directly with the market manager and the GMR Account Team

### **Administrative Intern**

May 2019 – August 2019

*Hardy Telecommunications, Lost City, WV*

- Examined GPS mapping system using Excel to monitor progress for the 2020 census for Hardy & Grant counties

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

Student Association Public Health, Student Member

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Pantry Plus More, Morgantown, WV, 2020

West Virginia University, Sports Nutrition Department, Morgantown, WV, 2020

## **AWARDS**

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WVU MHA Learning. Engagement. Achievement. Diversity (LEAD) Scholar, West Virginia University, 2021-2022



# Vincent Hornig

[Vincent Hornig | LinkedIn](#)

## SUMMARY

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An early-career healthcare professional with a passion for quality management and employee engagement. A creative problem-solver with a background in patient care settings. An aspiring leader with an ambition of improving workplace culture and innovation.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member | Emotional Intelligence

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | EPIC | Tableau | Slack | Qualtrics | Monday |

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2023

**West Virginia University** Morgantown, WV

*Bachelor of Science, Psychology*

Dec 2016

## HEALTHCARE EXPERIENCE

---

### **Unit Clerk**

*WVU Medicine, Morgantown, WV*

Mar 2022 - Present

- Manage discharge documents, patient health history forms, admission and discharge documents and other paperwork
- Ensure seamless flow of work on a 30-bed unit.
- Coordinate patient care with other departments, specialist visits, and lab orders
- Perform duties of a receptionist for the unit and answered all phone calls including patient's intercom calls

### **Graduate Research Associate** - Project: Community Health Assessments (CHNA)

*WVU Health Affairs Institute, Morgantown, WV*

June 2022 – Dec 2022

- Assisted with collection and analysis of quantitative and qualitative primary data as well as quantitative secondary data
- Contributed to the creation of data presentations for stakeholders and community members in the form of charts, tables, and figures
- Aided the process development of future student integration via creation of coding library

### **Ambassador**

*WVU Medicine Morgantown, WV*

Oct 2019 – Mar 2022

- Served as a point of first contact with patients and visitors in the hospital
- Provided personalized service to patients and visitors in accordance with hospital standards and policy

## OTHER PROFESSIONAL EXPERIENCE

---

**Undergraduate Research assistant**

May 2014 – Dec 2016

*WVU, Morgantown, WV*

- Worked within a team of 20 to organize and translate data from paper to SPSS or excel
- Visited local high schools to conduct surveys of adolescents
- Managed and maintained updates for the Lab's website using Weebly Web-Hosting Service

**Student Caller**

Oct 2013 – Dec 2016

*WVU Foundation, Morgantown, WV*

- Called members of WVU Alumni to share recent news about the university and to fundraise for several departments
- Worked within a team to reach nightly and weekly fundraising goals

**PROFESSIONAL AFFILIATIONS**

---

American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

# Aaron Christopher Hunt

<https://www.linkedin.com/in/aaron-hunt-02930312b>

## SUMMARY

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An early-career healthcare professional with demonstrated success working effectively within teams and quickly adapting to new computer programs. Possess a passion in utilizing data analytics and data visualization to make a positive impact in the healthcare industry. A team-oriented leader with a focus on building relationships and trust amongst one another.

## SKILLS

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### *Leadership*

Teamwork | Organization | Adaptable | Critical Thinking | Time Management

### *Computer/Software*

Microsoft Excel, Teams, PowerPoint, Word | Tableau | R Studio | Medical Coding | AutoCAD, Inventor, Revit

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2023

**West Virginia University** Morgantown, WV

*Bachelor of Science in Health Informatics/Information Management*

May 2020

## PROFESSIONAL EXPERIENCE

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### **Data Management Intern**

May 2022 – August 2022

*West Virginia Hospital Association, Charleston, WV*

- Developed an interactive dashboard through Tableau using county health rankings data from the Robert Wood Johnson Foundation
- Worked closely with members of WVHA communicating goals, progress, and results
- Brainstormed creative ideas for solving problems occurring in dashboard
- Reviewed and managed data

### **Graduate Research Assistant**

September 2021 – May 2022

*Office of Health Services Research, Morgantown, WV*

- Communicated frequently with members of the research team, including graduate assistants and faculty leading research projects
- Worked with health organizations receiving grants for COVID-19 related projects
- Provided professional level support related to research and creative activities that contribute to the mission of the OHSR
- Assisted with data collection, management, and analysis

## **MILITARY PROGRAMS**

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### **Petty Officer First Class**

May 2022 – Present

*U.S. Navy Health Services Collegiate Program, Morgantown, WV*

- Must maintain at least a 3.0 GPA on a scale of 4.0
- Must submit transcripts at the end of each semester for review
- Must maintain good physical fitness throughout the program
- Required to serve 3 years active duty and 5 years reserves totaling 8 years overall once program is complete

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Mon Health Medical Center, Morgantown, WV, October 2019 – August 2020

Sundale Nursing Home, Morgantown, WV, May 2019 – August 2019

## **AWARDS**

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EXPO Scholarship, Mid-Atlantic Regional Public Health Training Center, May 2022

# Madison L Katz

[www.linkedin.com/in/wvu-madison-katz-pubh](http://www.linkedin.com/in/wvu-madison-katz-pubh)

## SUMMARY

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Aspiring Healthcare Leader with a passion for Health Promotion, Health Policy, Management and Leadership. An enthusiastic problem solver with diverse leadership capabilities that effectively communicates with others in high stress environments. Has a record of developing advanced practice projects for hospital administrators and focuses on developing productive teams to advance the quality of care for patients and families.

## SKILLS

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### **Leadership**

Team Player | Problem Solver | Decision Making | Efficient

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | EPIC | R Studio

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration | GPA 4.0*

Anticipated Graduation: May 2023

**West Virginia University** Morgantown, WV

*Bachelor of Science: Public Health | GPA 3.61*

Graduated: May 2021

*Areas of Emphasis: Patient Navigation, Community and Population Health*

*Minors: Health Promotion, Communication Studies*

## HEALTHCARE EXPERIENCE

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### **Administrative Intern**

*MonHealth Medical Center, Morgantown, WV*

May 2022 - August 2022

- Used diverse leadership capabilities as the point for a labor model management project working directly with the Chief Financial Officer determining actual Full Time Equivalents (FTE's) worked for each department to measure productivity.
- Data analysis with advanced excel functions such as pivot tables, VLOOKUP, and visio
- Microsoft Office Communication and meetings

### **Patient Access Specialist**

*WVU Medicine J.W. Ruby Memorial Hospital, Morgantown, WV*

August 2021 – November 2022

- Responsible for arriving patients into the emergency department and registering them into the electronic health records system, adding insurance, and using EPIC and medical terminology
- Responsible for laboratory registration and sample collection
- Responsible for admitting patients into the hospital

### **Patient Navigator**

*Medical Weight Management Clinic at Ruby Memorial Hospital, Morgantown, WV*

January 2021 – April 2021

- Responsible for contacting patients to access data on improvement, personal barriers, health status and lifestyle changes
- Patient Communication
- Review Electronic Medical Records with EPIC.

### **Administrative Intern**

*MonHealth Medical Center, Morgantown, WV*

August 2020 – April 2021

- Conducted an orthopedic surgical time study, and a radiology registration time study where I tracked patients and timing starting as early as 5am to measure productivity.
- Assists in data analysis through excel for the Chief Administrative Officer.
- Gantt Chart experience

### **Administrative Volunteer**

*MonHealth Medical Center, Morgantown WV*

September 2019-February 2020

- Responsible for taking notes and assisting during administrative board meetings and maintaining the MonHealth website.
- Organizing files and meetings

### **Shadowing**

*Garrett Regional Medical Center, Oakland, Maryland*

Fall 2019

*Shadowed under Bev Marple, Nurse Navigator in the Emergency Department.*

- Had first hand experience with patient navigation in emergent situations.

### **Member of The Student Association of Public Health**

*West Virginia University School of Public Health, Morgantown, WV*

August 2018-Present

## **LEADERSHIP EXPERIENCE**

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### **Project Associate**

*Pantry Plus More, Morgantown, WV*

Fall 2019

- Developed recipes for children and families with limited food resources that are now featured on their website
- Organization received a grant from this project that allowed them to develop an education team to further create recipe books

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Teacher**

*The Learning Tree of Madison, Madison, CT*

April 2021 – August 2021

Responsible for providing a safe and fun learning environment for children ages 6 weeks-12 years old.

- Lesson planning, general child-care, classroom management, parent communication

### **Brand Associate**

*Old Navy, Morgantown, WV*

March 2019 – August 2020

Responsible for customer service and communication, clothing, markdowns, new shipments, cashiering, and signage.

- Trained new staff members

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Pantry Plus More, Morgantown, WV, 2019-2020

WELLWVU, Morgantown, WV, Spring 2019

Christian Help, Morgantown, WV, 2018-2020

American Red Cross Central Appalachia Region, Morgantown, WV, August 2018

# Cameron Mark Keyser

<https://www.linkedin.com/in/cameron-keyser-9a68371a2>

## SUMMARY

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Aspiring healthcare professional who is a solution-oriented team player, with strong data and analytical skills, experience with data visualization tools, such as Excel and Tableau, and time management skills.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | Tableau | 3M Coding Software | ICD-10-CM, HCPC, and CPT

## EDUCATION

---

**West Virginia University** Morgantown, WV

Master of Health Administration

Exp. May 2024

GPA: 4.0

**West Virginia University** Morgantown, WV

Bachelor of Science, Health Informatics & Information Management - *Magna cum Laude*

August 2022

GPA: 3.6

## HEALTHCARE EXPERIENCE

---

### **Health Information Management Volunteer**

*Mon Health, WV*

October 2020 – January 2021

- Analyzed data to properly watch over patients and consider their safety while in the hospital.
- Utilized identification factors to verify patient information.
- Checked on patients and fulfilled needs to ensure patient satisfaction.
- Helped patients report to correct locations within facilities.

### **Screening Volunteer**

September 2021 – August 2022

*Mingo Wellness Center, Mingo, WV*

- Completed daily tasks such as responding to emails/phone calls from employees throughout the healthcare system.
- Greeted and responded to inquiries in person and via email for various tasks needed to be performed.
- Supported doctors and nurses with a variety of tasks.
- Documented patient data regarding COVID symptoms and history.
- Assisted patients with checking-in to doctors' appointments.

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member  
West Virginia Medical Group Management Association, Student Member  
American Health Information Management Association, Student Member  
Student Association of Public Health

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Mingo County Family Wellness Center, Mingo, WV	September 2021 – August 2022
Mon Health, Morgantown, WV	October 2020 – January 2021
The Shack Neighborhood House, Morgantown, WV	June 2018 – August 2018

## **AWARDS**

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WVU Dean's List	Fall 2019 – Spring 2023
WVU President's list	Fall 2021 – Spring 2023



# Morgan Kniley

[linkedin.com/in/morgankniley](https://www.linkedin.com/in/morgankniley)

## SUMMARY

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Future healthcare leader with a passion for advocacy aspiring to give a voice to those that may not think that they have one. Interests lie within behavioral/mental health, women's health, and even correctional health, but is open to any opportunity that will influence desired growth towards becoming a transformational leader.

## SKILLS

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### **Leadership**

Qualitative and Quantitative Undergraduate Research | Verbal/Written Communication | Clerical and Administrative Experience | Customer Service | Intermediate Spanish

### **Computer/Software**

Microsoft Word, PowerPoint, Excel | EPIC | SPSS

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Arts, Psychology and Criminology, minor in Communication Studies - Cum Laude*

May 2022

## HEALTHCARE EXPERIENCE

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### **Unit Clerk**

*Ruby Memorial Hospital, Morgantown, WV*

May 2022 - Present

- A logistic and strategic team member in the nursing services department
- Performs many administrative duties and holds various clerical responsibilities
- Serves in a rotating position that institutes great transformational skills, such as being responsive, adaptive, and flexible
- A fast paced environment where one must always be alert and ready to assist both the clinical staff as well as patients

## LEADERSHIP EXPERIENCE

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**WV Licensed Business Owner**

May 2020 - Present

*In With the Old by MK*

- Incorporated art and crafting skills with the idea of repurposing old goods to attend craft shows and sell/exhibit the creations
- Created from the foundation of great creative thinking skills

**Lead Well Mentor**

September 2018 – May 2019

*Well WVU*

- Required training in mental health situations to be able to help those struggling in our residence hall with minor issues related to mental health
- Completed various volunteer hours through this mentorship

**Rank Leader**

August 2017 - May 2018

*Law and Public Safety Course, Randolph County Technical Center*

- Assisted the instructor during trainings, answered questions or concerns of others in the course, and helped the program run smoothly

**Captain**

May 2017 – May 2018

*Color Guard/Majorette Team*

- Assisted the coach in orchestrating and teaching routines, coordinating practices and performances, and took the responsibility of being the team's instructor in the coach's absence

**OTHER PROFESSIONAL EXPERIENCE**

---

**Retail Salesclerk**

May-Aug. 2019 – May-Aug. 2021

*Coming Around Again, Elkins, WV*

- Helped low-income families find clothing to fit their needs and budget
- Maintained a well-organized inventory, handled transactions, and guaranteed customer satisfaction through high quality service

**PROFESSIONAL AFFILIATIONS**

---

American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

Healthcare Administration Student Association

Phi Sigma Theta National Honor Society

Student Association of Public Health

West Virginia University Marching Band Color Guard, Alumni

**AWARDS & CERTIFICATIONS**

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Consecutive Dean's List Member (3.5 GPA or higher) during Undergraduate Studies

Certified in Law and Public Safety, May 2018

# Anna Sellaro

[www.linkedin.com/in/annasellaro](http://www.linkedin.com/in/annasellaro)

## SUMMARY

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An aspiring healthcare leader dedicated to helping improve access to care within the state of West Virginia. A servant and collaborative leadership style that allows employees to have a positive environment to thrive and build their career. An organized critical thinker that wants to bring a different approach to the delivery of care we already have in place within the state.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member | Time Management | Organization

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | Qualtrics

### **Certifications**

HIPAA | FEMA

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Science, Health Services Management and Leadership - Summa cum Laude (GPA 3.944)*

May 2022

*Minor: Medical Humanities and Health Studies*

## HEALTHCARE EXPERIENCE

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### **Graduate Research Assistant**

January 2023 – Present

*Health Affairs Institute, Morgantown, WV*

- Work with researchers to come up with short- and long-term strategies the state can use to address the shortage of Direct Care Workers (DCW).
- Assist with literature reviews and environmental scans for background on the DCW issues in WV.
- Attend meetings weekly to discuss progress of the project and goals/next steps.

### **Field Placement/Capstone Student**

February 2022 – April 2022

*Mon Health Medical Center, Morgantown, WV*

- Assisted with preparations to help the Sepsis and Stroke Coordinator for the hospital prepare for their TJC survey.
- Attended daily safety meetings with members from all departments of the hospital to hear reports on status of the whole system.
- Helped with a project to get the hospital acute stroke ready.

## LEADERSHIP EXPERIENCE

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### President Elect and Historian

*Health Administration Student Association, Morgantown, WV*

September 2022 – Present

- Keep all records of events planned and attendance for MHA accreditation purposes.
- Manage and post on MHA social media accounts about students, events, and opportunities.

### Director of Recruitment Counselors

*West Virginia University Panhellenic Association, Morgantown, WV*

April 2021 – April 2022

- Interviewed women from various sororities on campus to recruit for the counselor position.
- Taught women about how to be role models and counselors and led recruitment counselor meetings.

### Chapter New Member Educator

*West Virginia University Chi Omega Sorority, Morgantown, WV*

January 2021 – January 2022

- Elected by peers to serve as the new member educator for 2021.
- Planned and facilitated events such as Big/Little Revelation, Initiation, Bid Day.

### Chapter Secretary

*West Virginia University Chi Omega Sorority, Morgantown, WV*

December 2019 - December 2020

- Elected by peers to serve as secretary to keep record of all important events.
- Wrote minutes and kept attendance for every meeting held by the organization.

## OTHER PROFESSIONAL EXPERIENCE

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### Server and Food Runner

*Colasante's Ristorante & Pub, Morgantown, WV*

April 2022– Present

- Provides understanding with the menu and provide feedback to customers to make the best decisions.
- Is able to keep a clean work environment that is organized and safe for everyone around it.

### Shift Leader and Server

*Terra Cafe, Morgantown, WV*

June 2019 – February 2022

- Responsible for managing workers as well as prepping food and making drinks.
- Trained staff who have just been hired and provide a high level of customer service.

## PROFESSIONAL AFFILIATIONS

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## VOLUNTEER AND SERVICE EXPERIENCE

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Calling Community, iServe Volunteer Project, Morgantown, WV, September 2020 – December 2020

## AWARDS

---

Upsilon Phi Delta Honor Society for Health Administration, West Virginia University, Spring 2022

Bugbee-Falk Book Award, The Association of University Programs in Health Administration, Fall 2021

# Leigha Shreve

[www.linkedin.com/in/leighamds](http://www.linkedin.com/in/leighamds)

## SUMMARY

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An aspiring healthcare leader with a passion for innovation and growth. Believes that providing patients' quality care begins within the leadership of an organization. An effective team player setting goals for an engaged, productive, workforce while strengthening company culture and promoting success.

## SKILLS

---

### *Leadership*

Critical Thinker | Creative | Adaptable | Integrity | Empathic

### *Computer/Software*

Microsoft Excel, Teams, PowerPoint, Word | Powerchart | Tableau | Cerner | ICD-10-CM, ICD-10-PCS, and CPT/HCPCS

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Science, Health Informatics and Information Management - summa cum laude*

May 2022

## HEALTHCARE EXPERIENCE

---

### **WV End-of-Life Registry Intern**

WV End-of-Life Care Center, *Morgantown, WV*

March 2022-April 2022

- Completed daily tasks such as opening mail containing advance directives and scanning documents into digital system.
- Prepared documentation for mailing to send to patients verifying their request has been received.
- Updated patient information in registry system to maintain compliance with WV Health Exchange.

### **Health Information Management Department Intern**

Mon Health, *Morgantown, WV*

August 2021-December 2021

- Utilized Cerner EHR System to log ROI Requests (Patient and Legal Requests) in Request Management. Utilize Report Request in Cerner to search FIN # for patient.
- Utilized Powerchart to verify patient information on Authorization Form was correct.
- Scanned and logged ROI documents into the folders to be processed. Log requests as complete in the system.

## **LEADERSHIP EXPERIENCE**

---

### **Student Governing Board Member**

January 2023 - Present

*West Virginia Medical Group Management Association (WVMGMA)*

- Develop new ideas through collaboration and leadership in order to drive the organization forward
- Assist in strategic planning and support of organization programs and initiatives

## **OTHER PROFESSIONAL EXPERIENCE**

---

### **Resident Assistant**

August 2019 – May 2022

*West Virginia University, Morgantown, WV*

- Mentored ~24 first-year students annually, and established a sense of community throughout floor events, active and passive programming, and various administrative duties

## **PROFESSIONAL AFFILIATIONS**

---

American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Governing Board Member

## **VOLUNTEER AND SERVICE EXPERIENCE**

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WVU Health Administration Student Association, Morgantown, WV – current

Student Association of Public Health, Morgantown, WV – current

WVU Cancer Institute, Morgantown, WV, February 2022- April 2022

# Caden Stagers

<https://www.linkedin.com/in/caden-stagers-198a2b208/>

## SUMMARY

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A motivated Health Administration student seeking an internship in healthcare to gain hands-on experience. Willing to listen and learn and excited to contribute in a real-world environment to help find practical, actionable solutions for current needs. An outgoing and friendly person with a strong drive to succeed.

## SKILLS

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### ***Diverse Leadership***

Communication | Problem Solving | Adaptability | Active Listening | Time Management

### ***Computer/Software***

Microsoft Excel, Teams, PowerPoint, Word | R Studio | Data Analysis | Canva | Photoshop

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Science, Public Health*

May 2022

## HEALTHCARE EXPERIENCE

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### **Quick Response Team Intern**

*Monongalia County Health Department, Morgantown, WV*

January 2022 – April 2022

- Collaborated with and maintained positive rapport with stakeholders, building strong relationships.
- Attended QRT meetings and interpreted data from current issues like drug overdoses and covid.

### **Physical Therapist Intern**

*Progressive Physical Therapy Keyser, WV*

January 2020 – April 2020

- Worked with team members to promote great customer service and pleasant work environment.
- Maintained positive working relationship with fellow staff and management.

## LEADERSHIP EXPERIENCE

---

### **Men's Basketball Player**

*Potomac State College*

August 2017 – May 2019

- Created a positive culture of good sportsmanship, cooperation and responsibility.
- Identified personal strengths and weaknesses and adjusted techniques to enhance performance.

**Children's Camp Counselor**

April 2016 – April 2020

*Mineral County Outdoor School*

- Coordinated and led group activities for campers and counselors.
- Cultivated effective relationships with campers, parents and other camp counselors by utilizing active listening and dynamic interpersonal skills.

**OTHER PROFESSIONAL EXPERIENCE**

---

**Host and Customer Satisfaction**

July 2020 – March 2021

*Longhorn Steakhouse, Morgantown, WV*

- Performed walk-throughs during service to monitor guest satisfaction and advise serving and bussing staff of specific guest needs.
- Greeted customers, answered questions and recommended specials to increase profits.

**PROFESSIONAL AFFILIATIONS**

---

American College of Healthcare Executives, Student Member (ACHE)

West Virginia Medical Group Management Association, Student Member (WVMGMA)

**VOLUNTEER AND SERVICE EXPERIENCE**

---

Bartlett House, Morgantown, WV, February 2022 – April 2022

Quick Response Team, Morgantown, WV, January 2022 – April 2022

**AWARDS**

---

Magna Cum Laude, West Virginia University, May 2022

President's List, West Virginia University, 2020-2022

Jonah Edward Kelley Memorial Award, J. Edward Kelley Society, March 2017



# Wesley Varney

[www.linkedin.com/wesleyvarney](http://www.linkedin.com/wesleyvarney)

## SUMMARY

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An early-career healthcare professional with demonstrated success working on multi-disciplinary teams in various departments. A creative problem-solver with a record of implementing innovative solutions while effectively managing the bottom-line. A collaborative leadership style with a focus on developing employees helps to create an environment of cohesion between physicians and clinical staff.

## SKILLS

---

### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | EPIC | Adobe | R | Canva

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2023

**West Virginia University** Morgantown, WV

*Bachelor of Science, Public Health – Patient Navigation*

December 2020

## HEALTHCARE and LEADERSHIP EXPERIENCE

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### **Administrator**

*Med-Care Training Center, INC, WV*

August 2022 - Present

- Coordinates with high level external executives and officials who develop and maintain integral relationships with Med-Care Training and its executive team. This can include company CEOs, and MD/PhD level consultants.
- Determines priorities for meetings; schedules meetings; collects agenda items, prepares agenda, and composes minutes as requested.
- Regularly engages in a variety of contacts with external and internal publics to obtain or exchange information, arrange meetings and so forth, often dealing with individuals who are influential or important to the Hospital. Requires a high degree of poise and tact in such contacts.
- Works independently drafting personal and business correspondence, letter and memos as requested. Proofreads all typed correspondence prior to submittal or distribution.

### **Intern Administrator**

*Med-Care Training Center, INC, WV*

May 2022 – August 2020

- Assist with Projects.
- Meeting Recording and Scribing.
- Computer Design of Graphics and Data Tables.

- Contract renewals and Student evaluations.

### **Administrative Specialist**

*WVU Medicine Cancer Institute Morgantown, WV*

March 2021 – March 2022

- Compiled data through excel spreadsheets, documents, and other collection tools to relay information for Joint Commission accreditation.
- Collaborated with various departments across WVU Medicine, including clinical departments, patient access and physician billing operations.
- Coordinated with high level external executives and officials who develop and maintain integral relationships with WVU Medicine and its executive team. This can include company CEOs, high-ranking military officials, and MD/PhD level consultants.
- Regularly engaged in a variety of contacts with external and internal publics in order to obtain or exchange information, arrange meetings and so forth, often dealing with individuals who are influential or important to the Hospital.

### **Clinical Associate**

*WVU Medicine Morgantown, WV*

November 2019 – March 2021

- Direct 1:1 Patient Care
- Communicate and Assist Nurses and Physicians
- Record Keeping of Patients Vitals and Health Status
- Assist in Care and Daily Task of Patients Alongside

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Electronics Tech/Shop Manager**

February 2010 – August 2013    February 2015 – August 2016

*Stereo Video, Logan, WV*

- Management of shop employees and purchasing and ordering.
- Customer scheduling and electronics installs.

### **Assistant Driller**

September 2014 – February 2015

*Davis Stanley Consultants, Clarksburg, WV*

- Responsible for time management of jobs.
- Organization and planning of site.

### **Electrician/Welder**

August 2013 – May 2014

*MineLife Line LLC, Chapmanville, WV*

- Planning and building mining safety equipment.
- Material inventory and purchasing.

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Pantry Plus More, Morgantown, WV, August 2020 – December 2020

WVU Center for Excellence in Disabilities, Morgantown, WV, September 2020 – December 2020

# Colton E. Young

<https://www.linkedin.com/in/colton-young-109989194/>

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## SUMMARY

An early-career healthcare professional with five years of clinical and operational success working on multi-disciplinary teams. Insightful analyst with experience providing data to guide strategic decisions to improve quality and efficiency. Experienced in engaging with various stakeholders to achieve high outcomes on project and committee goals.

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## SKILLS

### *Leadership*

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member | Solution Oriented

### *Computer/Software*

Microsoft Excel, Teams, PowerPoint, Word | EPIC | Tableau | Hospital Data Insights

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## EDUCATION

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2023

**West Virginia University** Morgantown, WV

*Bachelor of Science, Public Health - Magna cum Laude*

May 2021

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## HEALTHCARE EXPERIENCE

### **Coordinator, Academic Affairs**

*WVU Medicine, Morgantown, WV*

March 2022 - Present

- Leading HVI's US News and World Report Task Force. This task force is analyzing WVU Medicine's Cardiology & Heart Surgery rankings and developing quality initiatives to decrease negative health outcomes, improve Consumer Assessment of Healthcare Providers and Systems scores, and improve the quality of care that is delivered.
- Supervises one assistant project manager and provides oversight on the development and implementation of operational projects such as value-based reimbursement programs, profitability analyses, process-flows, and cooperation with state licensing agencies.
- Serves as the project manager for population health initiatives. Strategizes areas of improvement and provides executive staff with evidence-based and data-driven projects to improve overall performance.
- Collaborates with community partners and organizations to maximize the Hiner Patient Access Fund. Responsible for ensuring the resources are utilized to provide assistance with medications, transportation, and meals.
- Organizes data for budgets, financial reporting, and audits within state and foundation accounts.

### **Project Assistant**

*WVU Medicine, Heart & Vascular Institute, Morgantown, WV*

March 2021–March 2022

- Initiated departmental workflows to create simple and efficient processes for credentialing, privileging, payor enrollment, and data integrity. These workflows were implemented across multiple departments throughout the health system.
- Developed the health system's first international cash-based payor program by performing a profitability analysis on cardiovascular and thoracic cases while utilizing professional billing, hospital billing, and Diagnosis Related Group (DRG) reimbursement.

- Developed quality initiatives to improve outcomes on value-based, population health programs for Coronary Artery Bypass procedures. The quality initiatives lowered the patient's cost of care by \$3,000 on average and led to a total of \$75,000 in profit from shared savings.

### **Clinical Associate**

*WVU Medicine Morgantown, WV*

June 2018 – March 2021

- Worked under the direct supervision of a registered nurse on the Cardiovascular Surgery Step-Down Unit with the responsibility of providing support to ensure quality patient care.
- Served on the Comprehensive United-Based Safety Program (CUSP) to prioritize patient safety by implementing quality improvement projects and evidence-based practices.

## **LEADERSHIP EXPERIENCE**

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### **President**

August 2022 - May 2023

*Health Administration Student Association (HASA)*

- Elected by cohort of peers to serve as president for student led organization dedicated to helping healthcare administration students thrive through academic and personal initiatives
- Organized student workshops and community service projects to inspire a new generation healthcare leader among undergraduate and graduate students.

### **Member**

August 2022 – May 2023

*Health Science Center Student Advisory Board*

- Elected by university faculty to serve as a member for the Chancellor and Executive Dean to facilitate student-beneficial change and improvement initiatives for the Health Science Campus at WVU.

### **Graduate Representative**

August 2022 – May 2023

*Student Leadership Council, WVU School of Public Health*

- Elected by the Dean of Student Affairs to serve as a liaison between faculty and students to improve student satisfaction and increase student involvement.

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Intern, Safety Management**

August 2020 – March 2021

*W.G. Yates Construction, Morgantown, WV*

- Responsible for establishing and enforcing protocols to minimize COVID-19 outbreaks on a 300+ employee worksite.

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Program Assistant, ACHE Congress on Healthcare Leadership, 2023

## **AWARDS**

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Junior Public Health Practitioner Award, West Virginia University, May 2021

Dean's Scholar, West Virginia University, 2017-2019

President's List, West Virginia University, 2019-2022

# Mary Jane Braham, PharmD

## SUMMARY

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An early-health care professional with a variety of experiences related to pharmacy healthcare administration. A collaborative leadership style with a focus on assisting employee development at all career stages. An analytical problem solver with experiences utilizing technology such as Epic, Swisslog, Simplifi, and Omnicell.

## SKILLS

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### **Leadership**

Task Oriented | Problem Solver | Flexible | Passionate Team Member

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | Epic | Tableau | Omnicell | Simplifi | Swisslog

## EDUCATION

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### **Master of Health Administration**

West Virginia University School of Public Health; Morgantown, WV

Aug 2021 - Present

### **Doctor of Pharmacy (*cum laude*)**

West Virginia University School of Pharmacy; Morgantown, WV

May 2021

### **Bachelor of Science, Exercise Science**

Minor: Chemistry

Davis & Elkins College; Elkins, WV

May 2017

## HEALTHCARE EXPERIENCE

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### **PGY2 Health-System Pharmacy Administration and Leadership Residency, ASHP Accredited**

WVU Medicine – WVU Hospitals; Morgantown, WV

Residency Program Director: Todd Karpinski, PharmD, MS, FASHP, FACHP

Jul 2022 – Present

### **Resident Manager, Supply Chain Specialist Technicians**

WVU Medicine – WVU Hospitals; Morgantown, WV

Supervisor: Marc Phillips, PharmD, CPHQ, 340B ACE

Jul 2022 – Present

### **Central Operations and Sterile Products Staff Pharmacist**

WVU Medicine – WVU Hospitals; Morgantown, WV

Supervisor: Ashley Street, PharmD, MSHA

Jul 2021 – Present

### **PGY1 Pharmacy Residency, ASHP Accredited**

WVU Medicine – WVU Hospitals; Morgantown, WV

Residency Program Director: Lisa Keller, PharmD, BCPS, BCIDP

Jul 2021 – Jun 2022

**Adjunct Faculty Member**

Jul 2021 – Present

West Virginia University School of Pharmacy; Morgantown, WV  
 Supervisor: Mary Stamatakis, PharmD

**LEADERSHIP & INVOLVEMENT**

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**WVU Medicine – WVU Hospitals**

PGY2 Chief Pharmacy Resident (Appointed)

Aug 2022 – Present

**American Society of Health-System Pharmacists**

Section of Pharmacy Practice Leaders Advisory Group – New and Emerging Leaders (Appointed)  
 Well-Being Ambassador

Jul 2022 – Present

Jun 2022 – Present

**Vizient Consortium Pharmacy Network**

Professional Development and Workforce (PDW) Committee Member (Appointed)

Jul 2021 – Present

**Kappa Psi Pharmaceutical Fraternity, Inc.**

Secretary/Treasurer, West Virginia Graduate Chapter (Elected)  
 Fundraising & Auditing Committee Chair, Mountain East Province (Appointed)  
 Chaplain, Beta Eta Chapter (Elected)

Jun 2022 – Present

Oct 2019 – Dec 2020

Apr 2019 – Apr 2020

**American Pharmacists Association – Academy of Student Pharmacists**

WVU Fundraising Committee Chair (Appointed)  
 WVU Vice President of Fundraising (Elected)

Aug 2019 – Apr 2020

Mar 2019 – Apr 2020

**Davis & Elkins College**

Secretary, National Alumni Council (Elected)  
 National Alumni Council (Appointed)  
 Elkins High School Girls Basketball Assistant Coach  
 Student Assembly President (Elected)  
 NCAA Division 2 Women’s Basketball Student Athlete

May 2022 – Present

Apr 2019 – Present

Aug 2016 – Mar 2017

May 2016 – May 2017

Aug 2013 – Aug 2016

**VOLUNTEER AND SERVICE EXPERIENCE**

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WVU Medicine Rosenbaum Family House Dinner Volunteer  
 West Virginia Quilt Show Volunteer

Oct 2022 – Present

Jun 2017 – Present

**AWARDS**

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**West Virginia University School of Pharmacy**

Dean’s Outstanding Achievement Award  
 Kappa Psi Scholarship Honors Certificate Recipient  
 Leading Change in Pharmacy Scholarship  
 President’s List  
 Kappa Psi F. Harvey Smith Grand Regent’s Letter of Recognition  
 Presidential Volunteer Service Award  
 Dean’s List

May 2021

Sep 2020; Sep 2019

May 2020

May 2020; Dec 2019

Apr 2020

May 2019

Nov 2019; May 2019

# Gregory C Cress Jr.

## SUMMARY

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As a registered nurse I have established strong relations with physicians built on trust and knowledge of patient care. With demonstrated success working on multi-disciplinary teams in various roles including project manager for commercial construction projects. With my background I'm adaptable and can approach problems with a unique perspective. With a situational leadership style, I have built relationships with fellow team members to help increase clinic efficiency. I have found that collaboration with surgical services to create an environment of cohesion between physicians has increased patient satisfaction.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member | Relationship Building

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | EPIC | Tableau | Mural | VoiceThread | AutoCAD | Zoom

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia Junior College** Morgantown, WV

*Associate of Science in Nursing*

April 2019

**Fairmont State University** Fairmont, WV

*Bachelor of Science in Architecture*

May 2010

## HEALTHCARE EXPERIENCE

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### **Registered Nurse – Pre-Admission Testing**

*WVU Medicine, Ruby Memorial Hospital, Morgantown, WV*

February 2021 - Present

- Prepares and clears all patients scheduled for elective surgery prior to their admission date to prevent surgery cancellations and delays.
- Responsible for chart production, nursing database, assessments, complete history and physicals, anesthesia preparation and clearance, operative consents, patient education and discharge planning.
- Placing orders for diagnostic testing needed such as EKGs, blood glucose testing, urinalyses, blood labs, pregnancy tests, etc.
- Conduct phone assessment or interview for each surgical patient to obtain medical/surgical/social history and medication list.

### **Registered Nurse – Med Surg – 8 East Floor & Step Down**

*WVU Medicine, Ruby Memorial Hospital, Morgantown, WV*

May 2019 – February 2021

- Provided patient care to patients from OR, ER, and ICU; experienced in low to high acuity levels in patients.

- Collaborated daily with physicians and health care team to achieve optimum patient care.
- Served as mentor, coach, and team builder of inexperienced licensed and unlicensed staff.

**Patient Care Technician – Water Room Specialist & Access Manager**

*Fresenius Kidney Care, Morgantown, WV*

September 2016 – July 2019

- Support and collaborate with RNs to provide dialysis treatment to several patients at a time while maintaining the functionality of the clinic.
- As water room specialist for my clinic, I am responsible for the whole water treatment system, required testing procedures, and training new staff members.
- As access manager for my clinic, I'm responsible for monitoring, monthly testing, and setting up the patients' vascular appointments to maintain their dialysis assess.

**LEADERSHIP EXPERIENCE**

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**Charge Nurse**

December 2022 - Present

*Pre-Admission Testing, WVU Medicine, Ruby Memorial Hospital*

- Coordination of smooth and efficient patient flow for 5 clinical locations including staffing and clinical schedules.
- Delegates assignments and provides supervision for the support staff in accordance with their level of training and the patient's acuity.

**Owner**

October 2011 – September 2017

*Gregory Cress & Associates, LLC*

- Responsible for the growth, stability, direction, and daily operation of the business to ensure the success of the company.
- Identify problems, make decisions, and interpret results based on quantitative techniques.



# Corey Edmonds, MPH, CHES, CHW

[www.linkedin.com/in/edmonds-corey](http://www.linkedin.com/in/edmonds-corey)

## SUMMARY

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Seasoned healthcare professional with a variety of healthcare experience seeks opportunities for personal and professional growth and advancement, while gaining invaluable experience in healthcare administration. Possess an eye for quality and efficiency and a strong desire and will to learn. Capable leader with a relentless commitment to excellence.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | EPIC | Cerner | NextGen | Athena | MediTech | Google | Paycom | Lawson | R, R Studio, R Markdown | Zoom

## EDUCATION

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### **West Virginia University - Morgantown, WV**

*Master of Health Administration*

GPA: 3.86

Exp. May 2023

### **West Virginia University - Morgantown, WV**

*Master of Public Health – Social & Behavioral Sciences*

GPA: 3.75

May 2020

### **West Virginia University - Morgantown, WV**

*Bachelor of Science in Sport & Exercise Psychology*

GPA: 3.52

December 2013

## HEALTHCARE EXPERIENCE

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### **Manager of Business Development & Community Relations**

*Mountain Laurel Medical Center, Oakland, MD*

February 2021 - Present

- Serve as organizational project manager and point-of-contact for all business development ventures
- Oversee day-to-day operations of Enabling Services and Community Relations departments, including patient transportation, insurance navigation services, and value-based contracting initiatives
- Serve as the lead administrator of the organization's internal employee wellness program
- Coordinate all external relations and collaboration with community partners to ensure organizational commitment to the community

### **Clinical Associate/Unit Clerk**

*WVU Medicine – Ruby Memorial Hospital, Morgantown, WV*

June 2008 – March 2014 & Dec. 2016 – Feb. 2021

- Performed tasks related to direct patient care, including vital signs, point-of-care testing, bathing patients, recording patient intake and output, supporting patients in completing activities of daily living and other duties as assigned by Registered Nurse.
- Collaborated with Charge Nurse to maintain orderly and timely flow of patient activity inside, into, and out of the unit.
- Created, maintained, and ensured continuous accuracy and confidentiality of patient electronic medical records

### **Acute Care Extender**

*PRISMA Health – Richland Memorial Hospital, Columbia, SC*

March 2014 – December 2016

- Performed tasks related to direct patient care, including vital signs, point-of-care testing, bathing patients, recording patient intake and output, supporting patients in completing activities of daily living and other duties as assigned by Registered Nurse.
- Collaborated with Charge Nurse to maintain orderly and timely flow of patient activity inside, into, and out of the unit.
- Created, maintained, and ensured continuous accuracy and confidentiality of patient electronic medical records

## **LEADERSHIP EXPERIENCE**

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### **Committee Chair**

April 2022 – Present

*Mountain Laurel Medical Center Internal Community Relations Committee*

- Responsible for planning and scheduling of committee meetings, meeting agendas and presentations
- Provide oversight and guidance of all external organizational relations

### **Member-at-Large, Committee Co-Chair**

April 2022 - Present

*Garrett County STEPS Committee*

- Assist in planning and organization of annual county health fair
- Assist in leading committee meetings and activities as needed

### **Member-at-Large**

April 2022 - Present

*Garrett & Allegany County Health Planning & Advisory Councils, Mountain Laurel Medical Center Quality Improvement & Population Health Committees*

- Assist in planning and organization of county-wide health promotion, education, and planning activities for Garrett and Allegany Counties
- Assist in oversight and development of quality improvement and population health initiatives for Mountain Laurel Medical Center

## **PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS**

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American College of Healthcare Executives, Student Member

Certified Health Education Specialist (CHES) – National Commission for Health Education Credentialing

Certified Community Health Worker (CHW) – Maryland Department of Health

CPR Certified in Basic Life Support (BLS) – American Heart Association

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Big Brothers, Big Sisters of North Central West Virginia – Morgantown, WV, August 2011 – August 2013

# Natalie Green

[www.linkedin.com/in/natalie-green-bb78927b/](http://www.linkedin.com/in/natalie-green-bb78927b/)

## SUMMARY

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A healthcare professional with demonstrated success working on multi-disciplinary teams with various departments and outside entities. A team-oriented approach to projects and daily tasks helps create a positive environment where all staff members have a voice. A collaborative leadership style with a focus on developing employees helps to create an environment of cohesion between staff at all levels.

## SKILLS

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### **Leadership**

Team-oriented | Collaborative | Flexible | Innovative

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | R | R Studio | CareConnect

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration – GPA 4.00*

Exp. May 2023

**Ashland Theological Seminary** Ashland, OH

*Master of Arts, Clinical Counseling – High Honors – GPA 3.89*

June 2010

**Clarion University of Pennsylvania** Clarion, PA

*Bachelor of Science, Elementary Education – Summa Cum Laude - GPA 3.87*

December 2006

## HEALTHCARE EXPERIENCE

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### **Quality and Compliance Management Intern**

*Beacon Health Options, Seven Fields, PA/Remote*

July 2022 - Present

- Lead American Society and Addiction Medicine (ASAM) alignment pilot project
- Conduct audits of substance abuse rehabilitation facilities for ASAM alignment and compliance
- Develop proposals and standard processes for continuation of ASAM alignment project including cost estimates, quality assurance, and technical assistance
- Collaborate with stakeholders including government and private sectors

### **Behavioral Health Care Manager II**

*Beacon Health Options/Elevance Health, Seven Fields, PA/Remote*

April 2015 – Present

- Conduct inpatient mental health and substance abuse reviews to determine continued medical necessity for inpatient levels of care
- Consult and manage complex cases through interagency meetings with providers and other entities to coordinate care

- Ensure quality assurance by completing chart reviews and participating in daily clinical rounds and consultations

### **Assistant Practice Manager/Intake Coordinator/Mental Health Therapist**

*Family Psychological Associates, Butler, PA*

December 2012 – April 2015

- Assisted in the day-to-day operations of the outpatient therapy clinic, including staff development, resolving disputes, community outreach, new hire training, and group supervision of staff
- Utilized daily data tracking for financial and quality assurance purposes

## **Licensure/Certifications**

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### **Professional Counselor**

January 2015 – Present

*Commonwealth of Pennsylvania, Department of State*

License # PC008012

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Drug and Alcohol Counselor**

*Davis Archway Halfway House, Butler, PA*

June 2011 – February 2013

- Conducted individual and group therapy for clients
- Coordinated care and discharge plans for members

### **Substitute Elementary Education Teacher**

*Armstrong School District, Kittanning, PA*

August 2007 – June 2008

- Taught K-6 grades within an educational setting

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

Project Management Institute, Pittsburgh Chapter, West Virginia/Ohio Valley Chapter, Individual Member

National Association for Healthcare Quality, Student Member

## **AWARDS**

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Phi Eta Sigma National Honor Society, Clarion University of Pennsylvania, April 2004

Honor Society of Phi Kappa Phi, Clarion University of Pennsylvania, April 2005

Kappa Delta Pi, International Honor Society in Education, Clarion University of Pennsylvania, April 2005

# Ashley Griffith, PharmD

## PROFESSIONAL SUMMARY

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Exceptional patient-centered care and influencing a high reliability safety culture is the focal point of my core values as a healthcare leader. I am passionate about sharing knowledge and experiences to improve system process to decrease errors and improve patient safety and outcomes. I aim to lead with compassion and influence culture change that positively impacts patient experience, provider engagement, and wellbeing for all.

## EDUCATION

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**Master of Health Administration** Anticipated May 2023  
West Virginia University School of Public Health; Morgantown, WV

**Doctor of Pharmacy (*cum laude*)** May 2008  
West Virginia University School of Pharmacy; Morgantown, WV

## PROFESSIONAL EXPERIENCE

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**Quality, Safety, and High Reliability Officer** Oct 2022 – Present  
WVU Medicine Center for Quality Outcomes; Morgantown, WV

- Research and define how leaders influence culture and engagement
- Strategize with key stakeholders to develop an implementation plan to enhance the culture of safety and reliability of WVU Medicine

**Administrative Internship** Jan 2023 – Present  
WVU Medicine; Morgantown, WV  
Mentor: Michael Grace, EdD, MHA, FACHE, President and Chief Administrative Officer

- Identify strategies for culture change, strong collaboration, leadership alignment, and employee engagement and retention
- Enhance communication skills through observation and practical experience

**Clinical Staff Pharmacist: Night Shift**

WVU Medicine Children's Hospital; Morgantown, WV Nov 2021 – Oct 22

WVU Medicine's Ruby Memorial Hospital; Morgantown, WV Oct 2009 – Nov 21

- Reported errors and collaborated with clinical specialist to improve protocols and access to clinical decision support tools for multidisciplinary providers that resulted in a 97% reduction in reported errors for specific high-risk medication
- Reviewed and updated pediatric medicine clinical resources and protocols on pharmacy webpage to improve clinical decision support resources

## PROFESSIONAL EXPERIENCE

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- Recognized for creating an environment of psychological safety and teaching skills, and served as the primary trainer for 11 years

**Neonatal Intensive Care Clinical Staff Pharmacist (Interim)** Jan 2009 – Jun 2009  
WVU Medicine's Ruby Memorial Hospital; Morgantown, WV

**Clinical Staff Pharmacist: Rotating** May 2008 – Oct 2009  
WVU Medicine's Ruby Memorial Hospital; Morgantown, WV

- Rounding pharmacist trained in Pediatrics, General Medicine, Nephrology, Oncology, Psychiatry, IV Room Operations, Intensive Care Units, and Emergency Department

## PROFESSIONAL AFFILIATIONS

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National Association for Healthcare Quality Dec 2022  
American College of Healthcare Executives Feb 2022

## AWARDS & RECOGNITION

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Continued Commitment to Safety Award Feb 2022  
*Recognized for positive impact on patient safety initiatives at WVU Medicine and WVU Medicine Children's Hospital*

Do No Harm Award April 2021  
WVU Medicine's Children's Hospital; Morgantown, WV  
*For intervention and correction of errors prior to reaching the patient*

Medication Safety Certificate Mar 2021  
American Society of Health System Pharmacists

## PRESENTATIONS

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High Reliability Organizations: A Brief Overview Feb 2023  
WVU Medicine Comprehensive Unit-based Safety Program Collaborative

Leadership: Impact on Safety Jun 2021  
WVU Medicine Pharmacy Staff

Code Response in the Maternal Infant Care Center and Children's Hospital Mar 2021  
WVU Medicine Children's Hospital Pharmacy Staff

# Bradley N. Gutta, PharmD, BCPS

## SUMMARY

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An early-career pharmacy administration professional with demonstrated success leading and mentoring multi-disciplinary teams. A task-oriented problem-solver with experience in implementing innovative process improvements while effectively managing day to day operations. A collaborative leadership style with a focus on employee engagement and development.

## SKILLS

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### **Leadership**

Team Leader | Innovative | Reliable | Conflict Management | Critical Thinking | Relationship Building

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2023

**West Virginia University** Morgantown, WV

*Doctor of Pharmacy; Area of Emphasis in Geriatric Pharmacy; Cum Laude*

May 2020

## HEALTHCARE LEADERSHIP EXPERIENCE

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### **Pharmacy Manager – Sterile Products and Perioperative Services**

*WVU Medicine – WVU Hospitals, Morgantown, WV*

July 2022 - Present

- Manage 11 direct reports and 35 indirect reports in three locations
- Conduct reviews of policies and workflows for IVR and Perioperative areas
- Implement innovative solutions to pharmacy workflow processes in designated areas

### **Pharmacy Resident – Health System Pharmacy Administration and Leadership**

*WVU Medicine – WVU Hospitals, Morgantown WV*

July 2020 – June 2022

- Served as Chief Resident during Year 1 and Year 2 to over 20 residents
- Served as Administrator on Call as a resident and preceptor
- Helped to develop Year 2 Rotations experiences and achieved 8 year accreditation for new program

## LEADERSHIP EXPERIENCE

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### **Vizient Consortium Pharmacy Network**

*Programming, Innovation, and Engagement Committee Member*

June 2022 – Present

- Podcast on Project Management in Progress

*Professional Development and Workforce Committee Member*

July 2021 – June 2022

- Building the Case for a Pharmacy Residency Program Vizient Toolkit for Pharmacy Leaders

### **American Society of Health-System Pharmacists**

*SPPL Advisory Group on Frontline Leaders*

June 2022 – Present

## LICENSURE AND CERTIFICATIONS

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Board-Certified Pharmacotherapy Specialist (BCPS); Nov 2021 - Present  
West Virginia Registered Pharmacist Immunizations Permit; Jul 2020 - Present  
West Virginia State Board of Pharmacy Pharmacist Licensure #RP0012176); July 2020 - Present  
American Heart Association ACLS Provider; August 2020 - Present  
American Heart Association BLS Provider; August 2020 - Present  
APhA Pharmacy-Based Immunization Delivery; Sep 2017

## AWARDS

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The Tom and Ben Carson Pharmacy Scholarship; 2019 - 2020  
The Arthur I. and Linda M. Jackowitz Endowed Scholarship; 2018 - 2019  
The Rebecca Smith Monti Memorial Scholarship; 2017 - 2018  
West Virginia University School of Pharmacy Annual Scholarship; 2017 - 2018  
West Virginia University Mountaineer Scholarship; 2014 - 2018  
West Virginia University Honor's College; 2014 – 2020

## POSTERS, PRESENTATIONS, AND RESEARCH

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Walker, D., Braham, MJ., **Gutta, B.**, Konietzko, M., Short, E. Building the Case for a Pharmacy Residency Program Vizient Toolkit for Pharmacy Leaders posted on Vizient Pharmacy Network Community.

O'Neil, D., **Gutta, B.**, Moherman, L. Comparison of warfarin management across ambulatory care sites utilizing a standardized EHR anticoagulation module. Research in Progress.

Green, A., **Gutta, B.** Innovative Pharmacy Technician Practice Models during the COVID-19 Pandemic. ASHP ACPE Webinar. March 2022. Virtual.

**Gutta, B.**, Parmiter, C. Implementation of Remote Medication History Technician Workflow during COVID-19 and Its Impact on Bedside Discharge Medication Delivery Services Acceptance Rate. Management Case Series Presentation at ASHP Midyear. December 2021. Virtual

**Gutta, B.**, Kovacic, N., Staubs, A., Wilson, D., Cunningham, L., Kincer, M. Evaluation of diabetic ketoacidosis treatment across the large academic health system. MUE Poster Presentation at Vizient Annual Meeting. December 2021. Virtual.

Matuga, R., **Gutta, B.**, Piechowski, K., Keeting, T., Apopa, J. Utilization of discharge medication services when assessed remotely versus in-person. Research Presentation at 40th Annual Eastern States Conference. April 2021. Virtual.

Butcher, M., **Gutta, B.**, Allison, A., Sweet, C. Evaluation of intravenous acetaminophen use in pediatric patients across a health system. MUE Poster Presentation at ASHP Midyear Clinical Meeting. December 2020. Virtual.

Beyer, D., **Gutta, B.**, Piechowski, K. Initiation of an electrolyte replacement guideline in internal medicine patients. Poster Presentation at the ASHP Midyear Clinical Meeting. December 2019. Las Vegas, Nevada.



# Samantha Hoover

[www.linkedin.com/in/samantha-hoover-b0094092](http://www.linkedin.com/in/samantha-hoover-b0094092)

## SUMMARY

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Experienced healthcare professional who is driven to grow with a company dedicated to quality patient care and customer service. With demonstrated success working on multi-disciplinary teams in various departments. A collaborative leadership style with a focus on developing employees helps to create an environment of cohesion between physicians and clinical staff.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Flexible Team Member

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | EPIC | Tableau

## EDUCATION

---

**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Science, Forensic and Investigative Science*

May 2009

## HEALTHCARE EXPERIENCE

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### **Grants Manager, Department of Pediatrics**

*WVU Medicine, Morgantown, WV*

February 2021 - Present

Management of Grant and Clinical trial funding for the Department of Pediatrics.

- Managing existing grant funding projects received by various specialties within the Department of Pediatrics.
- Assisting in creation, management and submission of budgets for new funding opportunities.
- Managing State and Research Corporation credit cards, insuring all charges are legitimate and rectified in a timely manner.
- Maintains functional knowledge of operational areas with the ability to participate in staffing as needed.

### **Supervisor, Patient Access**

*WVU Medicine, Morgantown, WV*

July 2020 – February 2021

Daily supervision of 35 employees and coordination of activities as it relates to all patient access processing including: registration, scheduling, and insurance verification to ensure the financial viability of the clinical and business enterprise.

- Coached and counseled employees based upon performance management principals; rendered disciplinary actions as recommend by HR.

- Communicated routinely with employees regarding schedule, process, and/or policy changes. Included staff meetings, 1:1 coaching sessions and e-mail correspondence.
- Received and investigated patient inquiries thoroughly to achieve satisfactory resolution.

**Administrative Assistant, Department of Pediatrics**

*WVU Medicine Morgantown, WV*

April 2019 – July 2020

Key member of the Pediatric Administrative team providing support and coordination of all operational matters as requested by the Chair or Administrator.

- Primary administrative support for the Division of Pediatric Gastroenterology which included management of new patient referrals and schedule optimization.
- Assisted the Associate Administrator and Administrator in the organization of department historical data by creating electronic documents and shared networks to eliminate paper documents which optimized office space and improved security to confidential provider information.
- Build, maintain, and optimize all telemedicine and outreach schedules.

**Insurance Claims Specialist**

January 2017 – April 2019

*WVU Medicine*

*Morgantown, WV*

**Centralized Scheduler**

February 2013 – January 2017

*WVU Medicine*

*Morgantown, WV*

**Unit Clerk**

April 2011-February 2013

*WVU Medicine*

*Morgantown, WV*

**PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member  
 National Council of University Research Administrators

**VOLUNTEER AND SERVICE EXPERIENCE**

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United Way Emerging Leaders, Morgantown, WV 2019-Current

**AWARDS**

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United Way Emerging Leader of the Year 2022

# William Koch

[linkedin.com/in/william-koch2](https://www.linkedin.com/in/william-koch2)

## SUMMARY

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An experienced healthcare Chief Financial Officer with demonstrated success working on multi-disciplinary teams in various departments. A creative problem-solver with a record of implementing innovative solutions while effectively managing the bottom-line. A collaborative leadership style with a focus on developing employees helps to create an environment of cohesion.

## SKILLS

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### *Leadership*

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member

### *Computer/Software*

Microsoft Excel, Teams, PowerPoint, Word, SQL | Allscripts Paragon | Tableau | Cerner | HFS MCR System

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2023

**Fairmont State University** Fairmont, WV

*Bachelor of Science, Accounting*

May 2011

## HEALTHCARE EXPERIENCE

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### **VP of Finance/CFO**

*Davis Health System, Elkins, WV*

March 2022 - Present

- Direct oversight of health system fiscal services, patient accounting, patient access/registration, material management, HIM/Coding, information services, case management, and pharmacy
- Strategic planning for the health system
- Financial analysis and communication with all hospital board of directors
- Implemented management reporting software and quarterly business reviews

### **Director of Finance**

*Davis Health System, Elkins, WV*

October 2021 – March 2022

- Direct oversight of fiscal services for all system entities
- Coordinate financials for all entities with an emphasis on cost reimbursement
- Assisted in the acquisition of a critical access hospital

### **Finance Controller**

*Davis Health System, Elkins, WV*

April 2012 – October 2021

- Lead fiscal services, accounts payable, and payroll. Manage 7 direct reports
- Coordinated annual audit, prepared annual tax forms and cost reports
- Prepared and reviewed monthly financial statements

## **OTHER PROFESSIONAL EXPERIENCE**

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### **WV Hospital Association Leadership Academy**

August 2021 – April 2022

*Charleston, WV*

- Attended professional educational seminars with a focus on leaderships skills
- Promoted a development of networking growth among potential future healthcare leaders

## **VOLUNTEER AND SERVICE EXPERIENCE**

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Youth Health Services, Inc., Elkins, WV, November 2022 - current

Seneca Soccer Association, Elkins, WV, August 2018 – June 2020

Cheat Mountain Basketball League, Elkins, WV, November 2018 – April 2020

# Andrea L. Martin

[www.linkedin.com/in/alm-andrea-martin](http://www.linkedin.com/in/alm-andrea-martin)

## SUMMARY

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Experienced healthcare administrative professional who is career driven to grow with a company dedicated to quality patient care and customer service. Collaborative leadership style focused on employee development and team culture.

## SKILLS

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### **Leadership**

Adaptable | Collaborative | Critical Thinker | Dependable | Detail Oriented | Problem Solver

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | EPIC | Tableau

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Regents Bachelors of Arts*

August 2013

## HEALTHCARE EXPERIENCE

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### **Director, Children's Ambulatory Clinics**

*WVU Medicine Children's Hospital, Morgantown, WV*

November 2021 – Present

- Oversees operations and direction for ambulatory clinics and outreach for Children's Hospital.
- Provides strategic planning, program development, recruitment and retention, resource distribution, and institute integration.
- Responsible for supporting the financial, administrative, and operational management and applicable policies, rules, and procedures as established by the 5 corporations that comprise the department.
- Develops and fosters strong relationships with department faculty to ensure the balance between the academic mission and clinical operations.

### **Director, Ambulatory Clinical Optimization**

*WVU Medicine, Morgantown, WV*

February 2020 – November 2021

- Development, management, and leading change in clinical optimization at all levels of ambulatory operations for the West Virginia University Health System.
- Primary responsibilities included operational efficiencies and process improvement of outpatient clinics with a focus on EMR optimization, patient communication, and marketing as it relates to the patient experience.

### **Associate Administrator**

*Department of Pediatrics, WVU Medicine, Morgantown, WV*

September 2018 – February 2020

- Responsible for administrative and operational management in accordance to policies and procedures and oversaw all human resources functions.
- Identified and implemented process improvement plans as it pertained to clinic optimization and overall patient experience including patient communications and clinical operations.

## **Manager, Practice Integrations**

*Provider Network Services, WVU Medicine, Morgantown, WV*

January 2018 – September 2018

- Planned, Implemented, managed, and coordinated all WVU Medicine practice acquisition activities for Health System while ensuring the WVUM policy and procedures were being followed as well as instilled the vision and mission of the institution.
- Effectively communicated with acquisition targets and internal support departments including: Senior Leadership, Information Technology, Legal Services, Finance, Recruitment, Facilities, Medical Staff Affairs, Health Information Management, and Payer Contracting.

## **Department Manager**

*Department of Community Practice, WVU Medicine, Morgantown, WV*

February 2017 – January 2018

## **Business Office Manager**

*Department of Community Practice, WVU Medicine, Morgantown, WV*

January 2015 – February 2017

## **Administrative Assistant**

*Ambulatory Administration, Department of Community Practice, WVU Medicine, Morgantown, WV*

November 2013 – January 2015

## **Registration Specialist**

*Cheat Lake Physician's Office, WVU Medicine, Morgantown, WV*

October 2012 – November 2013

## **LEADERSHIP EXPERIENCE**

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### **Leadership Monongalia**

*Morgantown Area Chamber of Commerce*

Class of 2017

### **Pivotal Leadership Academy**

*WVU Medicine*

Class of 2017

## **OTHER PROFESSIONAL EXPERIENCE**

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### **LifeBridge AmeriCorps Member**

*AmeriCorps, Morgantown, WV*

August 2011 – August 2012

### **Volunteer Coordinator/Program Manager**

*Mountaineer Boys & Girls Club, Boys & Girls Club of America, Morgantown, WV*

August 2006 – August 2012

## **PROFESSIONAL AFFILIATIONS**

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American College of Healthcare Executives, Student Member

West Virginia Medical Group Management Association, Student Member

## **VOLUNTEER AND SERVICE EXPERIENCE**

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United Way of Monongalia and Preston County, Citizen's Review Committee

March 2017-March 2019

United Way of Monongalia and Preston County, Emerging Leaders Steering Committee

September 2017-July 2021

Emerging Leaders Co-Chair

January 2018-December 2019

## **AWARDS**

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Emerging Leader of the Year, United Way of Monongalia and Preston County, 2019

# Nathan Joseph Oblizajek, PharmD

<https://www.linkedin.com/in/nateoblizajek>

## SUMMARY

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An early-career healthcare professional with clinical and administrative background. An eager learner, active listener, and positive contributor to associated organizations and communities. A collaborative, empathetic, and dedicated team player with a diverse background of experiences who exhibits necessary leadership qualities to build relationships and effectively support staff.

## SKILLS

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### *Leadership*

Positive | Resilient | Supportive | Critical Thinker | Relationship Builder

### *Pharmacy*

Clinical Knowledge | Operational Experience | Administrative Training | Problem Solver

## EDUCATION

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### **Master of Health Administration Candidate**

Expected Graduation May 2024

West Virginia University | Morgantown, West Virginia

### **Doctor of Pharmacy**

Graduated May 2022

Ohio Northern University | Ada, Ohio

*Business Administration Minor, Honors Program Concentration*

## HEALTHCARE EXPERIENCE

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### **Health System Pharmacy Administration & Leadership Resident**

Jul. 2022 – Present

WVU Medicine - WVU Hospitals | Morgantown, West Virginia

- Training in a two-year pharmacy residency program to accelerate clinical and administrative growth
- Completing challenging clinical and administrative pharmacy rotations underneath knowledgeable preceptors to provide high quality patient care and improve medication processes
- Staffing in clinical and operational inpatient pharmacy positions as an integral part of the medical team to provide appropriate verification and dispensing of medications
- Conducting numerous longitudinal practice-based and research-oriented projects

### **Inpatient Pharmacy Intern**

May 2019 – Jul. 2021

Mercy Health - St. Vincent Medical Center | Toledo, Ohio

- Compounded sterile and non-sterile preparations, assessed medication compatibility, and updated inventory across automated and non-automated areas
- Delivered medications throughout the hospital and operated various pharmacy automation.
- Assisted with COVID-19 vaccine clinics
- Led an internship project focused on recalibrating all the medication refrigerators throughout the hospital to ensure that they met required temperature standards

### **Community Pharmacy Intern, Pharmacy Technician**

May 2017 – Jan. 2020

Rite Aid Pharmacy | Sylvania, Ohio and Ada, Ohio

- Received and filled prescriptions and maintained patient profiles
- Submitted authorization requests, requested medication delivery orders, and updated inventory
- Counseled patients, provided medication recommendations, and administered vaccines
- Worked floating experiences at various stores in Northwest Ohio

## LEADERSHIP EXPERIENCE

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### Student Senate | Ohio Northern University

President, Student Body	Feb. 2020 – Feb. 2021
University Board of Trustees Member	Feb. 2020 – Feb. 2021
Secretary of Alumni Affairs	Feb. 2019 – Feb. 2020
Secretary of Campus Organizations	Feb. 2018 – Feb. 2019
Roberts Hall Housing Representative	Sep. 2017 – Feb. 2018
Founders Hall Housing Representative	Sep. 2016 – Sep. 2017

### National Community Pharmacists Association | Ohio Northern Chapter

Membership Chair	May 2019 – May 2020
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### Kappa Psi Pharmaceutical Fraternity | Gamma Delta Chapter

Vice Regent (Vice President)	Mar. 2019 – Apr. 2020
Officer of New Member Education	Mar. 2018 – Mar. 2019
Officer of Fundraising	Jan. 2017 – Mar. 2018

### Habitat for Humanity | Ohio Northern University

Publicity Chair	Mar. 2017 – Apr. 2018
Spring Break Service Trip Group Leader	Mar. 2018
Work Week Crew Leader	Aug. 2017

### Pharmacy Council | Raabe College of Pharmacy

Board of Ethical/Professional Conduct Member	May 2017 – May 2018
P2 (Sophomore) Class Representative	May 2017 – May 2018
P1 (Freshman) Class Representative	Sep. 2016 – May 2017

## PROFESSIONAL AFFILIATIONS

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American College of Healthcare Executives  
Kappa Psi Pharmaceutical Fraternity Incorporated  
American Society of Health-System Pharmacists

## VOLUNTEER AND SERVICE EXPERIENCE

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Charitable Pharmacy Volunteer   St. Vincent de Paul, Cincinnati, Ohio	2022
Sterile Compounding Lab Student Volunteer   Raabe College of Pharmacy	2021
American Red Cross Blood Drive Volunteer   Ohio Northern University	2016 – 2020

## AWARDS AND HONORS

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Pharmacy Commencement Student Speaker   Raabe College of Pharmacy	2022
Outstanding Professionalism Award   Kappa Psi, Gamma Delta Chapter	2022
Dean's Endowed Scholarship Award   Raabe College of Pharmacy	2021
Dr. Milks Exceptional Dedication Award   Kappa Psi, Gamma Delta Chapter	2019
Council of Ohio Colleges of Pharmacy Leadership Award   Raabe College of Pharmacy	2019
Brotherhood Award   Kappa Psi, Gamma Delta Chapter	2019
Rho Chi Scholarship for Excellence   Rho Chi, Beta Psi Chapter	2019
Ken and Toby Baker Promising Leadership Award   Ohio Northern Student Senate	2018
Outstanding Volunteer of the Year   Ohio Northern Habitat for Humanity	2017
Eagle Scout   Boy Scouts of America	2015



# Calvin Parmiter, PharmD, BCPS

[www.linkedin.com/in/calvinparmiter](http://www.linkedin.com/in/calvinparmiter)

## SUMMARY

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An early-career pharmacy leader, with a proven track record of thriving in cross-functional teams across diverse departments. Capable of devising inventive solutions that deliver results without compromising financial objectives. Approachable and collaborative leadership style that emphasizes nurturing personnel growth and fostering strong bonds between pharmacists, technicians, and interdepartmental clinical staff, thus promoting a unified work culture.

## SKILLS

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### **Leadership**

Relationship Builder | Adaptable and Agile | Future-Focused

### **Computer/Software**

Epic | Tableau | Power BI | Microsoft Office | Google Workspace

## EDUCATION

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**West Virginia University** Morgantown, WV  
*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV  
*Doctor of Pharmacy*

May 2020

## HEALTHCARE LEADERSHIP EXPERIENCE

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### **Manager – Inpatient Pharmacy Operations (Sterile Products and Perioperative Services)**

*Allegheny General Hospital Pittsburgh, PA*

July 2022 – Present

- Supervised and lead a team of 18 pharmacists in sterile compounding and perioperative services, ensuring compliance with all applicable regulations and standards.
- Conducted quality assurance assessments and audits of sterile compounding and perioperative services, identifying and addressing any issues and ensuring that all medications were prepared to the highest standards of safety and quality.
- Developed and implemented policies and procedures for sterile compounding and perioperative services, ensuring that they were up-to-date with the latest industry best practices and that staff were trained on all applicable policies and procedures.

### **Postgraduate Year 2 Health-System Pharmacy Administration and Leadership Resident**

*WVU Medicine, Morgantown, WV*

July 2021 – June 2022

- Coordinated and led a team of pharmacy technicians in the procurement of pharmaceuticals for a 690 bed academic medical center
- Collaborated with interdisciplinary teams to streamline medication ordering and distribution processes

- Conducted comprehensive research and analysis of a patient assistance program, addressing low income patients obtaining high cost medications, resulting in over \$1M in free drug procurement

### **Postgraduate Year 1 Pharmacy Resident**

*WVU Medicine, Morgantown, WV*

July 2020 – June 2021

- Conducted medication reconciliation and therapeutic monitoring, ensuring compliance with established guidelines and identifying and resolving medication-related problems.
- Participated in interdisciplinary rounds, providing medication-related recommendations and ensuring optimal medication therapy for patients.
- Collaborated with nursing staff and other healthcare professionals to develop and implement patient care plans, providing education on medication use and ensuring continuity of care.

## **PRESENTATIONS AND PUBLICATIONS**

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**Parmiter C**, Cecere D, Czyzewski S, Gibson M. Assessment of an In-Sourced Patient Assistance Program at a Health System in West Virginia. *Hosp Pharm.* 2022;57(6):734-736.

**Parmiter C**, Shigle AJ, Sandoval N, Lawrence A. Evaluation of glucagon utilization across an academic health system enterprise. *Presented at Vizient Pharmacy Annual Meeting. December 2021. Virtual.*

Gutta B, **Parmiter C**. Implementation of Remote Medication History Technician Workflow during COVID-19 and Its Impact on Bedside Discharge Medication Delivery Services Acceptance Rate. *Management Case Series recorded for presentation at ASHP Midyear Conference. December 2021. Virtual.*

Cecere D, **Parmiter C**, Czyzewski S, Gibson M. Assessment of an in-sourced patient assistance program at a health system in West Virginia. *Presented at 40th Annual Eastern States Conference. April 2021. Virtual.*

Walker D, **Parmiter C**, Grimm D. Evaluation of inpatient utilization of rituximab. *Presented at Vizient Pharmacy Annual Meeting. December 2020. Virtual.*

## **PROFESSIONAL AFFILIATIONS**

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American Society of Health System Pharmacists, Member

- Member of the 2021-22 Section Advisory Group on Value, Quality, and Compliance

American College of Healthcare Executives, Student Member

# Khoa Pham

## **SUMMARY**

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An early-career pharmacist with a strong record of working on multi-disciplinary teams across multiple health systems. A hard-working, team player who is flexible and able to lead projects or do his part while keeping the team focused on the goal. A collaborative leadership style which ensures that everyone on the team feels heard and equally contributes.

## **Education**

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Master of Healthcare Administration  
West Virginia University  
Anticipated Graduation: May 2024

Doctor of Pharmacy (Magna Cumme Laude)  
Philadelphia College of Pharmacy  
University of the Sciences in Philadelphia  
Graduation: May 2022

Bachelor of Science in Pharmaceutical and Healthcare Studies (Magna Cumme Laude)  
University of the Sciences in Philadelphia  
Graduation: May 2020

## **Skills**

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### Leadership

Organization | Critical Thinker | Flexible | Efficient

## **Professional Healthcare Experience**

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Health-System Pharmacy Administration & Leadership Resident PGY1/PGY2 July 2022 - Present  
WVU Hospitals, Morgantown, WV  
Residency Program Director: Todd Karpinski, PharmD, MS, FASHP, FACHE

Pharmacy Intern (20-40 hours per week) July 2017 - June 2022  
Penn State Health Milton S. Hershey Medical Center, Hershey, PA  
Preceptor: Kim Cimarelli, PharmD, MBA

Summer Pharmacy Intern (40 hours per week) June 2020 - August 2020  
The Johns Hopkins Hospital, Baltimore, MD  
Preceptor: Matt Diehl, PharmD, DPLA

- Analyzed data regarding daily drug usage to update pharmacy inventory par levels.
- Collaborated with staff pharmacist and pharmacy business manager to create a Standard of Procedure to troubleshoot issues with automated robots.
- Audited Central Fill pharmacy with ISMP's "Improving Medication Safety in Community Pharmacy" safety tool to ensure safe practice.

## **Publications**

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### Non-Peer Reviewed

Medicine and Surgery Pharmacy Medication Safety Newsletter August 2021  
Penn State Health Milton S. Hershey Medical Center Pharmacy Department

## **Professional Organization Leadership**

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### WVU Hospitals

Resident Coordinator: Wellness and Community Service Summer 2022- Present  
 Resident Coordinator: Teaching and Precepting Summer 2022 - Present

### Pennsylvania Pharmacist Association (PPA)

President (Elected) Fall 2018 - July 2022  
 Fall 2020 - Spring 2021  
 Vice President (Elected) Fall 2019 - Spring 2020

### PCPediatrics

Senior Event Coordinator (Elected) Fall 2018 - Spring 2022  
 Fall 2020 - Spring 2021  
 Event Coordinator (Elected) Fall 2019 - Spring 2020

### American Pharmacists Association (APhA)

PPA Liaison (Elected) Fall 2018 – Summer 2022  
 Fall 2020 - Spring 2021  
 PPA Alternate Liaison (Elected) Fall 2019 - Spring 2020

### Pi Lambda Phi Fraternity

Philanthropic Fundraising Coordinator (Elected) Fall 2018 - Spring 2021  
 Spring 2018 - Spring 2020

## **Professional Organization Membership**

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American Society of Health-System Pharmacists (ASHP) Fall 2018 - Present

American Pharmacists Association (APhA) Fall 2018 - Present

Vizient, Inc. Fall 2022 -Present

Phi Lambda Sigma Leadership Society Fall 2020 - Present

Pennsylvania Society of Health System Pharmacists (PSHP) Fall 2018 - June 2022

## **Research Experience**

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Remdesivir Use in Renally Impaired Patients October 2021 - April 2022

Penn State Health Milton S. Hershey Medical Center, Hershey, PA  
 Role: Primary Investigator

Metacognition Development in Pharmacy Students September 2020 - May 2021

University of the Sciences  
 Philadelphia, PA  
 Role: Primary Investigator

Proactive Data Entry Communications June 2020 - August 2020

Johns Hopkins Homecare Group at the Johns Hopkins Hospital  
 Baltimore, MD  
 Role: Primary Investigator

Pharmacist Intervention Effects on Pediatric Immunizations Spring 2019 - Spring 2020

Children's Regional Hospital at Cooper University Health Care  
 Camden, NJ  
 Role: Primary Investigator

# Stephanie Ann Prescott

<https://www.linkedin.com/in/stephanieaprescott/>

## SUMMARY

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A healthcare professional with demonstrated success working on multi-disciplinary teams in various departments and across varying healthcare and pharmaceutical industries. A quality, detail-oriented performer with experience operating complex laboratory equipment, compliance and auditing, quality improvement, administrative functions, and navigating intricate Federal programs. Adaptable to fast-paced and dynamic surroundings with a persistent desire for learning and growth. Accustomed to independent, remote, and group work situations. A dedicated supporter of positive workplace culture, collaboration, communication, teamwork, and efficiency.

## SKILLS

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### *Leadership*

Detail-oriented | Problem Solver | Adaptable | Supportive Team Member

### *Computer/Software/ Web Platforms*

Microsoft Excel, Teams, PowerPoint, Word, Outlook, Publisher | EPIC | Tableau | CleanSlate | Knack | Empower3 | LIMS  
TrackWise | Qualtrics | Verity | 340B Direct | WellPartner | R Studio | ESRI ArcMap | PIVOT | DonorSnap

## EDUCATION

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**West Virginia University • Morgantown, WV**

*Master of Health Administration, GPA: 4.0/4.0*

Exp. May 2023

**State University of New York University at Buffalo • Buffalo, NY**

*Bachelor of Science, Biological Sciences & Environmental Studies - Magna cum Laude*

February 2012

## HEALTHCARE & PUBLIC HEALTH EXPERIENCE

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### **340B Audit & Compliance Analyst**

*West Virginia University Hospital System • Morgantown, WV*

September 2022 - Present

- Conduct Retail & Contract Pharmacy monthly internal audits to ensure compliance with HRSA requirements
- Develop bi-annual Contract Pharmacy & Department Rx Volume Reports for each WVUHS Hospital to assist Pharmacy Leadership in opportunity identification and decision-making.
- Consult with Third Party 340B Administrators to ensure ongoing compliance and program maximization.
- Collaborate with team members to grow and strengthen 340B Contract and Retail Pharmacy relationships so that all 340B gains are realized, and financial resources can be used to provide essential care to WVU Health System communities.

### **Research Office Intern**

*West Virginia University Research Office • Morgantown, WV*

August 2022 – Present

- Create Substance Use Researcher and Aging Researcher Networking Group Event Planning Guide and PIVOT funding website training guide for Substance Use and Aging Researchers
- Maintained Researcher, Project, and Publications pages on West Virginia University Substance Use website.
- Assist with planning and delivery of Substance Use Researcher and Aging Researcher events

## **Pharmaceutical Quality Control Chemist I & II**

*Mylan/ Viatris Pharmaceuticals • Morgantown, WV*

November 2015 – July 2021

- Utilized chemistry-based laboratory skills to prepare, measure, and test pharmaceutical components and finished drug products for potency, purity, and uniformity, primarily using High-Performance Liquid Chromatography instrumentation.
- Performed root cause analyses and analytical investigations by completing action steps and special testing.
- Reviewed and processed data: entered data into computer systems, maintained lab equipment logbooks, laboratory worksheets, all relevant documentation per cGMP practices, and peer-reviewed paperwork for completeness and accuracy.

## **LEADERSHIP EXPERIENCE**

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### **Vice President**

May 2022 - Present

*West Virginia University Health Administration Student Association*

- Collaborate on strategic planning and support Association initiatives and growth
- Develop new ideas and events through collaboration and leadership to drive student participation
- Advocate for all WVU MHA students and act as a liaison between students and program administrators

### **HASA Representative**

January 2023 – Present

*School of Public Health Student Leadership Council*

- Serve as a student liaison and official student voice to the WVU School of Public Health Administration
- Bolster relations and communication between the administration, faculty, and students within the WVU School of Public Health and the Morgantown community as a whole

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Administrative Assistant & Assistant Volunteer Coordinator**

June 2015 – February 2016

*West Virginia Botanic Garden • Morgantown, WV*

- Provided administrative and organizational support to the Board of Directors and Executive Director
- Maintained membership information and volunteer records and acted as Community Partner Contact for WVU Center for Service and Learning

### **Tag & Title Technician I**

March 2014 – December 2014

*Cobb County Tax Commissioner • Marietta, GA*

- Provide superior customer service to residents of Cobb County while processing annual vehicle taxes and registration.

### **Grant Writer/ Funding Researcher**

October 2013 – October 2014

*Environmental Education Foundation of Soil & Water Conservation in NY State • Buffalo, New York*

- Organized available grant/ funding opportunities and applied for grants and other funding on behalf of the foundation to support the NY State Envirothon competition and environmental education initiatives.

## **PROFESSIONAL AFFILIATIONS**

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**American College of Healthcare Executives • Student Member**

**West Virginia Medical Group Management Association • Student Member**

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# Pranav Rane

<https://www.linkedin.com/in/pranav-rane-mph-44b032bb/>

## SUMMARY

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Public Health professional with seven plus years of leadership experience working in a military environment and for the federal government. Innovative project manager with proficiency in contract and grant management, scientific research and writing, data analysis, process implementation, quality improvement, and program evaluation. Collaborative leadership style with a record of strong communication and empowering team members through recognition of strengths and personal goals.

## SKILLS

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### **Leadership**

Relationship-building | Problem Solver | Organization | Communication

### **Computer/Software**

Microsoft Excel, Teams, PowerPoint, Word | Qualtrics | JMP Pro 16

## EDUCATION

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### **West Virginia University** Morgantown, WV

*Doctor of Philosophy (PhD) in Public Health Sciences*

Exp. May 2025

*Master of Health Administration*

Exp. May 2024

### **University of Kentucky** Lexington KY

*Master of Public Health*

May 2015

### **The Ohio State University** Columbus, OH

*Bachelor of Science, Microbiology and Psychology*

May 2013

## HEALTHCARE EXPERIENCE

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### **Public Health Analyst**

*National Institute for Occupational Safety and Health, WV*

February 2016 - Present

- Leads the coordination of \$150 million-dollar contract portfolio consisting of 25 complex healthcare contracts, cooperative agreements, and grants within the World Trade Center Health Program.
- Leads strategic planning meetings to set priorities that meet program goals and achieve agency objectives.
- Collaborates with hospital system administrators to meet the healthcare needs of the World Trade Center Health program members.
- Developed and implemented internal project tracking tool to improve team organization and meet project deadlines.

### **Project Manager**

*University of Kentucky Health Care Children's Miracle Network, KY*

May 2016 – May 2020

- Managed development and implementation of a breastfeeding mobile app within UK Healthcare.

- Coordinated pilot study evaluating the effectiveness of a breastfeeding mobile app within UK Healthcare.
- Worked collaboratively with pediatricians, lactation consultants, web developers, and mothers to develop and test breastfeeding resources and education materials.

## LEADERSHIP EXPERIENCE

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### Public Health Officer

Ohio Air National Guard

October 2015 – Present

- Officer in charge of all public health programs at the 179<sup>th</sup> Air Lift Wing.
- Supervises a team of five public health airmen to protect the health and wellbeing of the 179<sup>th</sup> Airlift Wing.

### National Occupational Research Agenda (NORA) Assistant Coordinator

January 2017 – December 2018

National Institute for Occupational Safety and Health Manufacturing Sector Program

- Served as a liaison between NIOSH and external manufacturing partners.
- Organized NORA council meetings and facilitated workgroup projects.

## Publications

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- 2019. Seaton, M., Maier, A., Sachdeva, S., Barton, C., Ngai, E., Lentz, T., **Rane, P.**, McKernan, L. "A Framework for Integrating Information Resources for Chemical Emergency Management and Response." American Journal of Disaster Medicine. Vol 14 No 1 p. 33-49, January 2019. DOI:10.5055/ajdm.2019.0314
- 2019. Seaton, M., Maier, A., Sachdeva, S., Barton, C., Ngai, E., Lentz, T., **Rane, P.**, McKernan, L. "A Framework for Integrating Information Resources for Chemical Emergency Management and Response." Journal of Emergency Management Vol 17 No 4, July/August 2019. DOI:10.5055/jem.2019.0427
- 2019. Lentz, T., Seaton, M., **Rane, P.**, Gilbert, S.J., McKernan, L.T., Whittaker, C. "Technical report: The NIOSH occupational exposure banding process for chemical risk management." Cincinnati OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 2019-132
- 2019. Hines, C., Lentz, T., McKernan, L., **Rane, P.**, Whittaker, C. *Application of the Draft NIOSH Occupational Exposure Banding Process to Bisphenol A: A case study*, Journal of Occupational and Environmental Hygiene, 16:2, 120-128, DOI: [10.1080/15459624.2018.1542495](https://doi.org/10.1080/15459624.2018.1542495)

## PROFESSIONAL AFFILIATIONS

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American College of Healthcare Executives, Student Member

National Guard Association of the United States

University of Kentucky College of Public Health Alumni Association

## AWARDS

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179<sup>th</sup> Medical Group Company Grade Officer of the Year, 179<sup>th</sup> Airlift Wing, 2020

179<sup>th</sup> Medical Group Company Grade Officer of the Year, 179<sup>th</sup> Airlift Wing, 2019

NIOSH Special Act Award – COVID-19 Deployment, 2020

NIOSH Special Act Award – WTCHP Program Improvement, 2020

NIOSH Alice Hamilton Award for Communication and Guidance, 2020

Howard L. Bost Health Services Management Award, University of Kentucky, 2015



# Alex Rittman

[www.linkedin.com/in/alex-rittman-841654a3](https://www.linkedin.com/in/alex-rittman-841654a3)

## SUMMARY

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Aspiring healthcare executive with a passion of providing comprehensive care and administrative support for patients. A creative problem-solver with a record of implementing innovative solutions while effectively managing the bottom-line. A motivated leader with strong organizational and prioritization abilities to create an environment of cohesion between patients and clinical staff.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member | Time Management

### **Computer/Software**

Microsoft Office Suite (Excel, Teams, PowerPoint, Word) | Athena | WebPT | EMA

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**Maryville College** Maryville, TN

*Bachelor of Science, Exercise Science*

August 2018

## HEALTHCARE EXPERIENCE

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### **Office Coordinator**

*OrthoSouth Bartlett, TN*

July 2022 - Present

- Assist in internal chart audits, billing audits, records maintenance and other compliance programs.
- Provide exceptional customer service while answering phone calls, collecting patient payments, and creating patient's schedules.
- Conduct clinical electronic health record standardization to increase efficiency and aid in continuity of patient care.
- Establish and maintain effective communication with physicians, insurance representatives, staff and patients to sustain a high quality of care standard.
- Manage payment posting process including verifying error, performing resolution and daily deposits.

### **Physical Therapy Technician**

*OrthoSouth Memphis, TN*

January 2019 – January 2022

- Worked closely with patients while using proper technique to help patients gain strength and mobility under the supervision of the Physical Therapist.
- Managed and trained new technicians on proper procedures in regards to patient care and equipment use.
- Conducted inventory and prepared orders so supplies will be stocked.

## LEADERSHIP EXPERIENCE

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### Public Relations Committee

September 2022- Present

Kappa Alpha Psi Fraternity Inc., West- Memphis Marion Alumni Chapter

- Assist in the planning and execution of organization events and programs.
- Develop marketing techniques for the general public to know about current and past events hosted by the fraternity.

### Guide Right

August 2022 – Present

Kappa Alpha Psi Fraternity Inc., West- Memphis Marion Alumni Chapter

- Assist in strategic planning and support of organization programs and initiatives.
- Mentor and develop high school students as they grow into young adults.

## MANAGEMENT EXPERIENCE

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### Assistant Personal Training Director

January 2022- July 2022

*Esporta Fitness Memphis, TN*

- Managed daily operations and trained new employees on company policies, regulations, and operational procedures.
- Developed fitness plans by assessing a client's fitness level and goals.
- Implemented sales and marketing strategies to attract and retain clients.

### Referee

October 2021 – Present

*Tennessee Secondary School Athletic Association Memphis, TN*

- Officiate middle and high school basketball games while maintaining standards of play according to TSSAA rules and regulations.
- Establish effective communication measures to ensure safety for players, coaches, and fans.

## PROFESSIONAL AFFILIATIONS

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American College of Healthcare Executives, Student Member

National Association of Health Service Executives, Student Member

Kappa Alpha Psi Fraternity, Incorporated

## VOLUNTEER AND SERVICE EXPERIENCE

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Kappa Highway Clean Up, West-Memphis Arkansas, July 2019- Present

Community Outreach Volunteer, West-Memphis Arkansas, June 2016- Present

Room to Read, West-Memphis Arkansas, August 2022- Present

Tie Up Tuesday, West-Memphis Arkansas, January 2023- Present

# Tiffany L. Salamone

[www.linkedin.com/in/tiffanysalamone](http://www.linkedin.com/in/tiffanysalamone)

## SUMMARY

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Aspiring healthcare administrator with demonstrated success as a Registration Specialist in a high-volume call center and as an Insurance Specialist for various clinics. A creative problem-solver with a record of implementing innovative solutions while effectively managing the bottom-line. A supportive team member known for empathy and conflict resolution.

## SKILLS

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### **Leadership**

Critical Thinker | Problem Solver | Adaptable | Supportive Team Member

### **Computer/Software**

Microsoft Excel, OneDrive, Teams, PowerPoint, Word | EPIC | CRM | CAS

## EDUCATION

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**West Virginia University** Morgantown, WV

*Master of Health Administration*

Exp. May 2024

**West Virginia University** Morgantown, WV

*Bachelor of Arts, Psychology, 3.28 GPA*

December 2012

## HEALTHCARE EXPERIENCE

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### **Insurance Specialist**

*WVU Medicine, Morgantown, WV*

November 2016 – March 2018

- Verified patient insurance coverage for obstetric and gynecologic services using CPT codes, obtained prior authorizations, and resolved insurance denials
- Counseled patient on insurance coverage and financial responsibility for obstetric and gynecologic procedures

### **Registration Specialist**

*WVU Medicine, Morgantown, WV*

December 2013 – July 2015

- Collected patient demographics and insurance information, scheduled outpatient visits and procedures, and relayed messages between patients, providers, and staff through EPIC for multiple clinics
- Disseminated clinical scheduling procedure changes to team members, resolved patient scheduling conflicts, and attended meetings with Call Center administration
- Promoted to a team lead role in November 2014

## LEADERSHIP EXPERIENCE

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### President

July 2018 – September 2020

*West Virginia University Club (University Club)*

- Coordinated club activities including group trips, events, and workshops, maintained club website and listserv, and approved use of club funds

## OTHER PROFESSIONAL EXPERIENCE

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### Enrollment Specialist (Program Manager)

*West Virginia University, Morgantown, WV*

January 2021 - Present

- Manage the Centralized Application Service (SOPHAS and HAMPCAS) and Customer Relationship Management system (TargetX) for admission and enrollment for the School of Public Health graduate programs
- Conduct data analysis and prepare reports in areas of student enrollment, retention, and completion
- Communicate with prospective applicants regarding programs and application process

### Administrative Assistant (Program Assistant)

*West Virginia University, Morgantown, WV*

March 2018 – January 2021

- Provided administrative support for the Office of Academic, Student, and Faculty Affairs in the School of Public Health through daily operations and management of faculty and staff calendars
- Maintained budget balances for various funds and prepared fiscal reports

### Administrative Secretary

*West Virginia University, Morgantown, WV*

November 2016 – March 2018

- Provided administrative support for the Safety and Health Extension unit through daily operations and management of course schedule
- Implemented all major audit activities required for the National Resource Center's portion of the OSHA Outreach Monitoring Program

## PROFESSIONAL AFFILIATIONS

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American College of Healthcare Executives, Student Member

The International Honor Society in Psychology (Psi Chi), Lifetime Member

## VOLUNTEER AND SERVICE EXPERIENCE

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Holiday Food and Toy Distribution, Morgantown, WV, December 2018

Habitat for Humanity, Morgantown, WV, August 2008