

Jane Nolastname

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1234 Tumbleweed Dr, Somewhere, State 43221



OBJECTIVE

Recent graduate with 4 years of professional experience. Capable of working under minimal supervision with strong communication skills, ability to problem-solve and experience working with diverse populations. Seeking a position that will allow me to improve community health outcomes.

EDUCATION

Master of Science, Health Education 2016
University of Somewhere, Somewhere, State
Member of Eta Sigma Gamma

Bachelor of Science, Health Promotion 2013
Somewhere University, Somewhere, State
Additional Minors in Coaching, Child Studies

EXPERIENCE

Inbound Call Coordinator

October 2015 – February 2017

Financial Institution, Somewhere, State

- Answered 75% of inbound phone calls, addressing clients' questions and concerns while maintaining professionalism and projecting a positive company image
- Delivered email communication and online chat services to support customers and partners
- Assisted with marketing and sales teams with data entry and lead tracking projects
- Led company Wellness Committee and helped with planning 2 company events per quarter

Intern

August 2016 – December 2016

*Blank*** County Public Health, Somewhere, State*

- Presented system and environmental change recommendations to reduce childhood obesity rates
- Established tracking methodology for department projects and community goals
- Attended community health assessments, trainings, action plan meetings and department meetings

Intern

May 2016 – August 2016

Non-Profit Organization of a Greater Area, Somewhere, State

- Planned, implemented, and evaluated an educational health program for community members
- Represented the organization during outreach events to provide resources, referrals and advocacy
- Created and executed a third party fundraising event resulting in \$1,500 towards to organization

Clinical Allergy Specialist

September 2013 – August 2015

Allergy Testing Company, Somewhere, State

- Provided allergy testing and treatment services to patients
- Educated patients on allergy-related illness and instructed patients on how to self-administer treatment
- Verified insurance benefits, documented medical history and scheduled appointments

CERTIFICATIONS

Certified Health Education Specialist

October 2016 – October 2021

National Commission for Health Education Credentialing

First Aid / CPR / AED

March 2017 – March 2019

American Red Cross

PROFESSIONAL MEMBERSHIPS

[State] Society for Public Health Education

November 2016 – Present

Committees: Advocacy, Health Educator Institute (HEI)