

NAME

Street Address
City, State, Zip

Phone
Email

Objective

Seeking experience in health services administration at [organization] while obtaining a Master's degree in Public Health.

Education

Thomas Jefferson University – Philadelphia, PA (anticipated May 20XX)
Master of Science in Public Health
Cumulative GPA: 3.51/4.00

University of Connecticut – Storrs, CT (May 20XX)
Bachelor of Arts in Biology, Minor in Journalism
Cumulative GPA: 3.77/4.00

Related Experience

Philadelphia Syphilis Advisory Council – Philadelphia, PA (January – May 20XX)

- Gained experience with Philadelphia Department of Public Health
- Worked alongside leaders in Syphilis prevention in Philadelphia
- Provided support with event planning, outreach campaign development, and administrative assistance

University of Connecticut– Philadelphia, PA (August – December 20XX)
Health Education Student Researcher

- Provided food safety education to families in the city of Hartford, Connecticut
- Surveyed the influences on health and well-being of an urban population through personal interaction

Research Assistant (May – August 20XX)

- Conducted original research on the subject of colon cancer as an intern reporting to a principle investigator

Leadership Positions

Girl Scouts ® of Connecticut – North Haven, CT (May 20XX – June 20XX)
Volunteer Program Coordinator

- Orchestrated Daisy Scout summer program for parents and kindergarten-aged children, including planning activities and organizing schedules
- Awarded the Helping Hands Award by Girl Scouts of Connecticut for contributing 6 years of service

Other Experience

Wentworth by the Sea Country Club – Rye, NH (May – August 20XX)
Administrative Assistant

- Worked under the direction of the Director of Membership Services to launch a series of new membership initiatives
- Organized target groups, created advertisements, coordinated bulk mailings, performed follow-up calls, and established third and fourth contacts with interested potential new members