**FIRSTNAME LASTNAME**

(316) 555-5555

name@shockers.wichita.edu | linkedin.com/in/name

**EDUCATION**

Bachelor of Science, Health Science May 2026

Wichita State University, Wichita, KS

**SKILLS**

Smartsheet, Medhost, eHospital Systems, Microsoft Suite

**EXPERIENCE**

**Department of Physical Therapy, Wichita State University, Wichita, KS**

Student Desk Assistant, September 2020 – Present

* Ensures positive experience for all DPT visitors, guests, students, and staff. Checks PT admissions and general email accounts daily ensuring accurate and positive responses.
* Creates and organizes new files for each incoming cohort of DPT students, up to 50 students each year.
* Performs administrative duties, inputs door access requests, telecommunication requests or maintenance requests and assists PT students and staff with copies, phone calls, faxes, etc.

**Wesley Medical Center, Wichita, KS**

Health Administration Intern, May 2022 – August 2022

* Shadowed and worked with multiple areas of the medical center cataloging medical records, working with patient information and data, and ensuring a positive patient experience.
* Learned multiple hospital management systems such as Smartsheet and Medhost and worked with supervisor to schedule over 2,000 employees bi-weekly.
* Conducted research and managed projects surrounding health equity in the greater Wichita area.

**Tupelo Honey Southern Kitchen, Frisco, TX**

Host, May 2018 – August 2020

* Worked in a fast-paced restaurant environment managing scheduling systems, customer requests and general housekeeping needs.
* Greeted and acknowledged guests' by escorting them to assigned table, communicating delays, and offering additional services to keep them occupied while waiting.
* Managed 15+ members of the wait staff each shift ensuring tables were evenly distributed and all needs were met.

**ACTIVITIES**

Wichita State Women’s Club Soccer, September 2021- Present

Future Health Care Professionals, January 2022- Present