

FIRST LAST

firstlast@school.edu | Phone Number | linkedin.com/in/username

EDUCATION

The University of [], City, ST
Master of Science in Health Care Administration (CAHME-Accredited)
Degree expected [Month Year]
GPA: [x.xx]/4.0

The University of [], City, ST
Master of [] in []
Degree expected [Month Year]
GPA: [x.xx]/4.0

The University of [], City, ST
Bachelor of [] in [], [with Distinction or Cum Laude]
[Month Year]
GPA: [x.xx]/4.0

EXPERIENCE

06/25 – 08/25 **Administrative Intern, [Hospital Name] – City, ST**

- Assisted in the development and tracking of departmental performance metrics to support data-driven decision-making
- Participated in cross-functional meetings to evaluate operational workflows and identify opportunities for process improvement
- Conducted benchmarking research on patient throughput and presented findings to department leadership

05/24 – 07/24 **Administrative Intern, [Hospital Name] – City, ST**

- Shadowed clinical and non-clinical leaders to gain insight into hospital operations, staffing, and resource management
- Helped analyze patient satisfaction survey data and collaborated with the quality team to identify trends and improvement areas
- Reviewed policies for compliance with Joint Commission standards

PROFESSIONAL AFFILIATIONS

- Student Associate – American College of Healthcare Executives (ACHE)

CERTIFICATIONS

- Lean Six Sigma [] Belt Certification – Council for Six Sigma Certification (CSSC)

LEADERSHIP, HONORS, AND ACTIVITIES

- President, [] Association – City, ST
- Member, [] Association – City, ST
- Recipient, [] Scholarship, [University or Organization] – City, ST
- Recipient, [] Scholarship, [University or Organization] – City, ST
- Recipient, [] Scholarship, [University or Organization] – City, ST
- Fellow, [] Fellows, [University or Organization] – City, ST
- Recipient, [] Award, [University or Organization] – City, ST
- [] Honor Roll, [University] – City, ST
- Volunteer, [Organization] – City, ST