

John Smith

812-123-4567 smithjohn1@gmail.com Evansville, IN [linkedin.com/johnsmith](https://www.linkedin.com/in/johnsmith)

PROFESSIONAL SUMMARY

Passionate health services student with the ability to communicate with others at a high level. Dedicated to creating a workplace that is positive, healthy, and efficient through knowledge of structure and wellness theory. Interact consistently with customers in a helpful manner to create a positive shopping experience for all that can be translated directly to worksite wellness.

EDUCATION

University of Southern Indiana Evansville, IN
Bachelor of Science/Arts in **INSERT MAJOR** December 2020
Concentration/Minor: **INSERT IF APPLICABLE**

INTERNSHIP/SHADOWING EXPERIENCE

Activities Intern January 2020 – August 2020
West River Health Care Evansville, IN

- Connected with residents by creating daily activities such as karaoke, book club, or gardening to keep their days full of quality meaning
- Organized birthday celebrations with vendors by communicating appropriate quantities of items tracked on Microsoft Excel
- Managed documentation of activities for resident files to ensure that we were meeting state requirements in addressing social, physical, spiritual, and mental needs

WORK EXPERIENCE

Personal Assistant November 2019- Present
Wilhite & Associates Law Firm Evansville, IN

- Utilized CMAX and TimeSlips billing systems to accurately bill our clients/debtors daily
- Used Sage50 accounting software to manage the firms' finances
- E-filed all paperwork and court documents to allow appropriate access to employees
- Orchestrated the development of a Process Serving Company
- Established candidate criteria and reviewed process for potential new hires to streamline the process of finding the right candidate
- Communicated by phone and in person with property owners, contractors, and debtors to respond to their concerns directly or pass along to the proper personnel

Front Desk Associate August 2018-November 2019
The Glam Bar Evansville, IN

- Communicated with clients during the check in process in a friendly and approachable manner.

- Managed the front desk financials each shift including cash, credit, and purchase order transactions.
- Engaged in effective customer service and problem-solving during salon phone calls
- Maintained proper inventory in salon through use of Envision Software.
- Utilized Microsoft Excel to organize stylists for multiple weddings to provide high equality, efficient on-site services.

SKILLS

- Communication
- Microsoft Excel
- Envision Software
- CMAX
- Microsoft Outlook
- Organization
- Detail-Oriented
- Patient Care

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RELEVANT EXPERIENCE

Wellness Program Coordinator September 2020 - Present
Deaconess Hospital Evansville, IN

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OTHER EXPERIENCE

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