

NAME

Address, City, State Zip

Phone Number

Email

OBJECTIVE

Goal is to become a collegiate football coach at a Division I university

EDUCATION

University of South Carolina

Columbia, SC

Bachelor of Science

December 2010

Major: Sport and Entertainment Management

GPA: 3.2

Honors: Life Scholarship recipient

PROFESSIONAL EXPERIENCE

Columbia Heart Clinic

Columbia, SC

Medical Records Clerk

June, 2010 – Present

Maintained and arraigneded patient records for the business office and Medical office.

Facilitated patients return visits while working on the recall project

- Sustained charts in a medical record department with over 100,000 patient charts.
- Initiated and supervised a project to expand the medical records room to include 20,000 more records.
- Trained new summer employees.

University of South Carolina Athletic Department

Columbia, SC

Equipment Manager

January 2008 – January, 2010

Assisted in issuing and maintaining player equipment and staff apparel; charted offensive plays during practice and games.

- Placed orders for weekly equipment needs.
- Oversaw the equipment room when manager was out or busy.

North East Trophy and Awards

Columbia, SC

Sales Associate

January, 2007 – February, 2008

Created and designed trophies and award plaques; placed orders with manufacturers and assisted customers with orders and sold merchandise

- Worked and related with customers on a daily basis helping them choose product.
- Ordered awards from suppliers for customers and the company.

Palmetto Health Richland Memorial Hospital

Columbia, SC

Registration Representative II

2005 – January, 2007

Obtained and recorded patient demographic information at a level 2 trauma emergency room; Ascertained patient insurance information for billing.

- Awarded a certificate for 97% accuracy while entering in patient information.
- Interacted with patients on a daily basis assisting them with any questions.