

# Sally Oregon

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## **EDUCATION**

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### **B.S. in Public Health, Oregon State University**

June 2017

Option in Health Management and Policy

Minor in Business and Entrepreneurship

## **RELEVANT COURSEWORK**

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Financial Management of Health Care Organizations, Health Care Economics, Health Care Law and Regulation, Introduction to the Health Care System, Introduction to Health Policy, Human Resources Management, Macroeconomics, Microeconomics

## **SKILLS**

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- Strong communication skills to lead and facilitate meetings
- Proficient in Microsoft office (Microsoft Word, PowerPoint and Excel)
- Ability to handle confidential and sensitive information
- Strong operational skills
- Knowledge of supervisory practices and procedures

## **WORK EXPERIENCE**

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### **Beaver Clinic: Medical Management Quality Coordinator**

**June 2017-Present; Salem, OR**

- Develop, implement and evaluate medical management activities
- Compile and publish reports from audit results
- Coordinates with clinic departments to ensure compliance
- Ensures compliance with applicable state and national standards
- Identifies trends from audit results
- Recommends improvements to increase overall quality
- Develops customized training plans for staff
- Collaborates with supervisors, performs other duties as assigned

### **Beaver Hospital: Information Security Analyst**

**July 2016- June 2017; Corvallis, OR**

- Assisted the Information Systems staff with ensuring compliance among hospital departments
- Identified trends and compiled reports from audit results
- Ensured compliance with state and national standards
- Other duties as assigned

### **Orange State Clinic: Administrative Assistant**

**July 2015- March 2016; Corvallis, OR**

- Scheduled patients for medical appointments
- Verified insurance eligibility using online carrier resources
- Communicated with local clinics for patient referrals
- Assisted with office duties as needed

**Java Express: Store Manager**

**June 2014-July 2015); Corvallis, OR**

- Managed and supervised 10 employees
- Ensured adherence to wage and hour laws and scheduled shifts effectively to meet store demands to ensure smooth operations
- Ensured positive and organized work environment for effective store operations
- Planned, identified, communicated and delegated responsibilities to staff for excellent customer service and employee satisfaction

**Java Express: Barista**

**June 2013-June 2014; Corvallis, OR**

- Greeted and connected with customers
- Answered questions and helped to problem solve and resolve conflicts
- Maintained calm demeanor during high volume periods
- Cleaned equipment, closed registers, carried out other closing duties.

**VOLUNTEER EXPERIENCE**

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**Benton Clinic Volunteer**

**September 2016-May 2017; Corvallis, OR**

- Assisted with office duties including answering phones and greeting patients
- Interacted with clinic staff

**IMPACT Volunteer- Oregon State University**

**September 2014-December 2017**

- Worked with a group of children with special needs
- Participated in mobility activities, served as positive role model for children.

**CERTIFICATIONS AND AWARDS**

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CPR and First Aid Certified in June 2013, Recertified in CPR as of November 2016

Oregon State University Honor Roll Student, 2015-2017

**PROFESSIONAL INVOLVEMENT**

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**Oregon State University: Society of Healthcare Executives, Vice President**

**June 2016-June 2017; Corvallis, OR**

- Organized and facilitated meetings
- Invited and identified guest speakers
- Maintained budget and finances

**Oregon State University: Public Health Club, Secretary**

**June 2016-June 2017; Corvallis, OR**

- Created agendas for bi-weekly meetings and maintained attendance
- Organized and maintained meeting minutes

**REFERENCES**

*Available upon request*

## Cover Letter Example 1

# John Smith

9930 NW 23rd St., Corvallis, OR 97330 | 541-889-1995 | John.Smith@oregonstate.edu

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**April 5, 2016**

Shannen Kerekanich

Employment Coordinator

The Corvallis Clinic

444 NW Elks Dr.

Corvallis, OR 97330

**Dear Ms. Shannen Kerekanich,**

I am currently a senior at Oregon State University, majoring in Public Health with an option in Health Management and Policy, and a minor in Business and Entrepreneurship. I am applying for the Finance Internship with the Corvallis Clinic for Summer 2018. I will be finished with all of my coursework at the end of Spring Term.

I am particularly interested in an internship with Corvallis Clinic because of the outstanding reputation for services, programs and delivery of healthcare. I am also a current volunteer with the Corvallis Clinic and this has allowed me to see firsthand the quality of care that Corvallis Clinic provides to patients. I have been fortunate to observe the administrative staff meetings. Through these meetings, I have noticed that the Corvallis Clinic promotes a collaborative and positive environment and this further demonstrates the qualities I am looking for in an internship site. I also hope to gain further insight into the world of health care administration, and the many day-to-day activities involved in the operation of a health care facility, to help aid in my future career decisions.

This past year, I have served as the President of the OSU Society of Healthcare Executives. This opportunity has allowed me to strengthen my leadership, public speaking and organizational skills. My current position as the office assistant in Student Health Services has further allowed me to gain skills and experience in the medical setting.

Through my coursework, I have developed a strong foundation in health, management and policy. In addition, in the course, *Financial Management of Health Care Organizations*, I wrote my term paper on budgeting methods in clinics. This solidified my passion to pursue a career to become an administrator at a clinic. I believe this internship would allow me to gain experience towards my future goals.

I can provide any additional information that you may need. I look forward to hearing back from you.

I appreciate your consideration.

**Sincerely,  
John Smith**

## Cover Letter Example 2

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**JOHN SMITH**

9930 NW 23rd St., Corvallis, OR 97330 | 541-889-1995 | John.Smith@oregonstate.edu

**January 4, 2017**

Tony Lapiz

900 Court St. NE

Salem, OR 97301

**Dear Mr. Lapiz:**

My name is John Smith and I am currently a senior at Oregon State University, studying Public Health with an option in Health Management and Policy. I am a member of the Oregon State University branch of the Phi Kappa Phi Honors Society and I am an officer for the OSU Public Health Club. I plan to graduate with my bachelor's degree this spring, and I have been accepted to the accelerated master's program, where I will continue to pursue a master's degree in Public Health with an option in Health Management and Policy at Oregon State University. I am currently working as an intern in The Corvallis Clinic's Human Resources department, where I have been involved with many projects, including the creation of their policy handbook and employee engagement initiatives.

I hope to have the opportunity to serve as a legislative intern because I am extremely interested in learning more about the policy side of my studies, and eventually would like to become a policy analyst after I complete my master's degree. This internship would provide me with the chance to learn more about the policymaking environment, obtain an understanding of how policy decisions are made, and allow me to network with professionals. I believe it would help me to further my education and exposure to policy as part of my degree, as well as aid in the formulation of my future career goals.

If I am given the opportunity to be an intern, I would be available for the summer. I live in Corvallis and have reliable transportation that would allow me to commute multiple days per week if necessary to fulfill my commitment.

I look forward to hearing from you.

**Sincerely,  
John Smith**