**SUSAN STUDENT**

Center Valley, PA 18045

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Linkedin.com address

**EDUCATION**

The Pennsylvania State University, Center Valley, PA May 2018

Bachelor of Science in Healthcare Policy and Administration GPA: 3.6

**HEALTHCARE EXPERIENCE**

Lehigh Valley Health Network, Allentown, PA June 2018 - July 2018

*Human Resources Intern*

* Researched best practices via the Society for Human Resource Management, and benchmarked other institutions in an effort to improve company policies
* Proposed new policies for dress code and attendance that were presented to the Chief Human Resources Officer and the department, these policies were adapted for use of a network of 17,000 employees
* Developed and implemented a Colleague Engagement Calendar to highlight opportunities for camaraderie on a monthly basis and a Human Resources Calendar to track important deadlines such as annual position benchmark analysis and analytics reports
* Completed extensive application to submit for annual Best Places to Work in Pennsylvania recognition
* Attended Joint Commission Meetings and an Unemployment Hearings to learn how to effectively communicate in a professional environment

Lehigh Valley Health Network Children’s Hospital, Allentown, PA November 2017 - April 2018

*Pediatric Unit Volunteer*

* Communicated with clinical staff in order to provide effective service to meet patient needs
* Provided art and recreational activities for pediatric patients in the playroom and at the bedside
* Managed best health practices of playroom, family lounge, and teen lounge to eliminate the spread of germs

The Pennsylvania State University, Center Valley, PA January 2017 - May 2017

*Undergraduate Researcher*

* Co-authored a research report and poster *College students and Drug-Related Behaviors* in conjunction with Dr. Parker and 5 undergraduate students
* Certified by the National Institutes of Health (NIH) Protecting Human Research Participants
* Developed and distributed survey to 874 individuals for feedback on secondary exposure to the Opioid Epidemic

**OTHER EXPERIENCE**

The Pennsylvania State University, Center Valley, PA August 2018 - Present

*Career Ambassador*

* Provide walk-in support to all students for help with resumes, cover letters, LinkedIn, job and internship search
* Manage a caseload of senior students, providing targeted outreach and preparation for graduation
* Collaborate with Career Services staff to prepare and facilitate workshops and events
* Market all Career Services events via email, fliers, table tents, networking, and LinkedIn

Marshall’s, Bethlehem, PA

*Sales Associate* October 2015 - August 2015

* Achieved and exceeded monthly sales goals of $2,000
* Completed several hundred cash transactions on a weekly basis
* Responded to customer inquiries regarding Marshall’s goods and services

**PROFESSIONAL PRESENTATIONS**

Parker, J., Meyers, K., Hughes, E., Borges, A. (2018, August). "College students and Drug-Related Behaviors: An Assessment
 of Risks, Exposures, Knowledge, and Prevention". Research presented at the American Sociological Association

 Conference - Philadelphia, PA.

Parker, J. et. al. (2017, May). "College students and Drug-Related Behaviors: An Assessment of Risks, Exposures, Knowledge,

 and Prevention". Survey and statistical analysis prepared for the Lehigh County Department of Health - Allentown, PA.