

PROFESSIONAL EXPERIENCE

Business Development Manager | Globaleye, Singapore

January 2017 – Present

- Manage, improve, and drive business development functions of the firm
- Lead generation and liaising with potential and existing clients
- Cultivate and manage long-term relationships with clients by delivering elite client service
- Communicate the firm's services to clientele through written correspondence, phone calls, and in person
- Formulate and execute sales plan to achieve monthly sales target

Medical Administrative Assistant | Mayo Clinic, Rochester, Minnesota

June 2015 – May 2016

- Coordinated meetings, conferences, and committees
- Drafted and distributed professional memos, letters, meeting agendas, and meeting minutes
- Prepared and maintained a variety of budget, progress, and continuing of medical education reports
- Organized travel arrangements
- Processed reimbursement for travel and other professional expenses
- Transcribed medical, research, and administrative correspondence to patients, providers, and professionals
- Assisted in preparing clinical trials applications and scientific articles for submission
- Corresponded with patients via telephone, letters, and online

Lead Host | Pescara, Rochester, Minnesota

March 2012 – May 2016

- Assisted in training and onboarding of new hosts
- Aided in managing operation of dining room as well as events through set-up and execution
- Recorded and confirmed reservations
- Answered telephone and email inquiries
- Communicated status updates to coworkers and managers
- Assisted in creating EDMs and other marketing pieces

Admissions Assistant | University of Minnesota-Rochester, Rochester, Minnesota

September 2011 – January 2014

- Interacted with prospective students and parents via email, telephone, and on site
- Acted as brand ambassador during campus visit days and at college fairs
- Processed student applications
- Operated data entry programs
- Processed and distributed office mail
- Conducted campus tours and information sessions for prospective students and parents
- Created and maintained procedure manuals to increase efficiency of new employees
- Maintained budget files/folders
- Scheduled meetings for office staff

LEADERSHIP EXPERIENCE

Bus Leader/Chapter Leader | Students Today Leaders Forever, Rochester, Minnesota

Bus Leader 2012-2013

- Collaborated with co-leaders to coordinate nine-day, cross-country trip of 40 college student volunteers
- Communicated and volunteered with non-profit organizations across the US

Chapter Leader 2013-2014

- Conducted Bus Leader interviews
- Organized recruiting events
- Set timelines and goals for bus leaders and monitored progress

Undergraduate Academic Assistant - Statistics | University of Minnesota-Rochester

September – December 2012

- Attended designated class to assist professors during group and individual exercise
- Organized and led study groups and help sessions
- Created study materials and tools for students

EDUCATION

Bachelor of Science in Health Sciences | University of Minnesota, Rochester, Minnesota

September 2011 – May 2015

Study Abroad | University of Guam, Mangilao, Guam

Concentration in Business

January 2014 – December 2014

CERTIFICATION

Managing in Health Systems Organizations | University of Minnesota, Minneapolis, Minnesota

Applied Business Certificate

May 2015