Crystal Drammeh

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# Objective

Analytical problem-solver with bachelor’s degree in Business administration with a GPA of 3.5. Recent graduate that specialized in Leadership and Management with a minor in Human Resources. Seeking to acquire a challenging position in which I can best exercise my strategic management and analytical skills. Bringing a strong ability to identify problems, develop and implement solutions while successfully managing competing priorities. Have a strong emphasis for teamwork and communication.

# Experience

Property Management Owner January 2018 to current

Self Employed- Marysville, WA

* Maintain 100 Percent occupancy rate with an average 9.7 % CAP rate.
* Analyze and Evaluate monthly financial statements
* Developed monthly operating budgets and forecasts as well as sales and marketing plans
* Introduce and monitor effective lease renewal programs
* Perform background checks and credit analysis for rental applicants
* Monitor the timely receipts and reconciliation of rent collection in accordance with the landlord and resident statues.

Providence Regional Medical Center

Units: Close Observation, Hospice

Health Unit Coordinator l August 2012- December 2018

* Unit resource and provided customer service to patients, families, healthcare professionals and all staff.
* Facilitated communications on the unit and between the unit, ancillary departments and healthcare providers.
* Maintained patient records and unit census records on a daily basis.
* Processes physician orders from the patient chart, according to policy.
* Coordinate admissions, transfers and discharges to the Charge Nurse and appropriate departments.
* Accountable for following the guidelines for attendance, punctuality and overall dependability. Accountable for effective performance and follow-through of all assigned responsibilities and for completing responsibilities within designated (or agreed upon) time frames. Completes responsibilities in a manner consistent with organizational policy, goals and values.
* Responsible for the "Accountabilities" associated with this position in support of the organization.

# Education

Bachelor of Science in Business Administration (AACSB) June-2020

Central Washington University

Specialty: Leadership and Management

Minors: Human Resources

GPA 3.45/4.0

**Relevant Course Work**

Leadership, Human Resource management, Professional Development, Organizational change management, Multicultural Understanding, Business Law, Strategic Management, Statistics, Business Writing, economics.

# Other Accomplisments

* Lead a successful marketing campaign to assist under privileged senior citizens with basic necessities.
* Received 102% on college exit exams for ethical reasoning and Quantitative analysis.
* Assisted an adult family home in exercising their fair housing rights