

Emerald A. Green

Denver, Colorado 80222
egreengirl1@gmail.com | (662) 402-9117

EDUCATION

Colorado College, Colorado Springs, CO

Class of 2020

Bachelor of Arts, Major: Organismal Biology and Ecology; Classics

Honors: QuestBridge Match Scholarship

GPA: 3.7

EXPERIENCE

Public Interest Program Fellow, Colorado Consumer Health Initiative, CO July 2020-present

- Supported consumers struggling with private health insurance issues, costly medical bills, and unaffordable prescription drug costs that threaten their financial security
- Provided direct guidance with appeals, complaints, and financial assistance applications to assist in resolving medical billing and claims issues
- Researched and produced training materials and desk aids as well as a monthly blog for consumer education
- Accurately collected client data and documented case information in CiViCRM database

Guest Services Attendant/Conference Intern, Colorado College, CO Summers 2017-2019

- Assisted arrival, stay, and departure by processing payments, issuing room keys, and handling guests' requests both during scheduled work hours and on-call hours
- Utilized Kx and Ungerboeck softwares to access and organize conference information to ensure accurate communication with other departments and conference team members
- Worked with directors and managers to book spaces for conference activities, programs, and event

LEADERSHIP AND ACTIVITIES

Student Lab Technician, ITS Solutions Center, CO

Oct 2017-Mar 2020

- Assisted clients with technical issues such as password corruption, wireless internet connection troubleshooting, and wireless printing on both Mac and Windows devices
- Aided students, faculty, and staff with scanning, faxing, virtual reality software, 3D printing

Student Athletic Trainer, CC Sports Medicine, CO

Aug 2018-Jan 2020

- Worked closely with varsity volleyball athletic trainer at all team associated events including games, practices, and required trainings to facilitate ease of treatment and a high degree of athlete safety
- Executed therapy techniques: ultrasound therapy, hot/cold muscle therapy, compression therapy
- Sustained a clean and organized environment where athletic trainers administer care to varsity athletes

SKILLS

Computer: Microsoft Office, CiViCRM; **Medical:** CPR, AED, and First Aid Certified, EMT