

# ROBERT SMITH

## Project Management Intern-Medical

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Enthusiastic candidate with Healthcare System Engineering background. Excellence in data analysis, process improvement, and project management.

### CORE COMPETENCIES

Microsoft Office, Detail Oriented, Quickbooks, Quick Learner, Data mining, Simulation, Optimization.

### PROFESSIONAL EXPERIENCE

#### Project Management Intern-Medical

**ABC Corporation - September 2015 – June 2016**

##### Key Deliverables:

- Coordinate monthly meeting, which includes managers and staff from various medical centers throughout the regio.
- Foster effective communication and practice process improvement techniques.
- Executed operational, logistical, and technical components to ensure an effective and productive meeting.
- Collaborated with departmental leadership to strategically develop agenda topics to ensure topic items address staff needs and departmental Line of Sight (LOS) goals.
- Supported the planning, coordination, and execution of the UCLA-KP Symposium.
- Supported project leads on the Physician Engagement Program to expand the program to other medical service areas and maintained Volgistics (volunteer logistics) database.
- Investigation of suitability, marketability, problems and potential solutions for surplus and salvage commodities.

#### Project Management Intern

**ABC Corporation - 2014 – 2015**

##### Key Deliverables:

- Between my sophomore and junior years at James Madison, I was a management intern working on a variety of projects across the Baltimore area.
- Helped on beginning stages of the new Ronald McDonald House by studying plans and determining raw material to purchase for the interior and exterior of the project.
- Mastered the computer program TakeOff to help determine the project budget.
- Established relationships with retailers and met with subcontractors to review plans and determine initial steps for Ronald McDonald House groundbreaking.
- Worked on quality control and logistics for completion of the Anne Arundel Medical Centers Clatanoff wing renovation.

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- Participated in the renovation of the Tatem Arts Center at Hood College in Frederick, MD.
- Reviewed floor plans and punch list completion to assure work was going as planned.

### EDUCATION

Master's in Public Administration - 2014(California State University, Northridge - Northridge, CA)

