

Tania Olivas

750 W. Norris Way • Frankfort, IN, 46041
(765) 242-6728 • taniaolivas24@gmail.com

Education

Eleven Fifty Academy
Web Development Program

Indianapolis, IN
March 2022

Indiana University, Richard M. Fairbanks School of Public Health
Bachelor of Science in Health Services Management

Indianapolis, IN
May 2020

Leadership Experience

Miller's Health Systems

Culver, IN

Health Facility Administrator

April 2021 – December 2021

- Administered basic care for residents by helping with any activities of daily living
- Measured vital signs and reported any noticeable changes to the nurse

Miller's Health Systems

Huntington, IN

Interim Administrator

February 2021 – April 2021

- Administered basic care for residents by helping with any activities of daily living
- Measured vital signs and reported any noticeable changes to the nurse

Miller's Health Systems

Syracuse, IN

Administrator-In-Training

June 2020 – February 2021

- Administered basic care for residents by helping with any activities of daily living
- Measured vital signs and reported any noticeable changes to the nurse

Customer Service Experience

Clinton County Chamber of Commerce

Frankfort, IN

Office Manager

June 2019 – September 2019

- Assisted with planning and executing different events happening in Clinton County to expand community involvement and promote the members of the Chamber of Commerce
- Collected information and research about different businesses to create marketing campaigns to promote the business members

Additional Experience

Frankfort High School Volleyball

Frankfort, IN

Volunteer/Assistant Coach

June 2016 – Present

- Assisted the high school volleyball coach by running different drills and creating a competitive atmosphere for the team.
- Attended all the matches and coached a specified position by only watching and working with girls in that position.

Certifications

CIW Advanced HTML5 and CSS3 Specialist

January 2022

Health Facility Administrator

March 2021

Microsoft Office Excel Series Certification

April 2019