

# ARUN NAIR

anair8793@gmail.com

(917) 921-0945 • Plano, Texas

Administrator with a diverse array of experience in multiple fields. Committed to continual professional development and lifelong learning. *Areas of Expertise include:*

- Team Leadership & Supervision
- Filing Systems Management
- Higher Education Programming
- Administrative Management
- Relationship Building
- Online Business Fundamentals
- Populi College Management System
- Sales Best Practices
- NAPSRx® Member
- Project Management
- Higher Education Institutional Organization
- Microsoft Office Suite
- Research & Analysis Best Practices

## EDUCATION

SMU Coding Bootcamp  
*Currently Enrolled*

Graduate of NAPSRx®'s Pharmacology/Pharmaceutical Sales Training Program  
CNPR® Number: 651562019

Iona College, New Rochelle, NY  
**Master in Business Administration**, Major in Management, Advanced Certification in Health Care Management

New York Medical College, Valhalla, NY  
Basic Science and 3rd-year clinical coursework completed

City College of New York, New York, NY  
**Bachelor of Science**, Biomedical Education

## PROFESSIONAL EXPERIENCE

**LIQUIDAGENTS HEALTHCARE** • Plano, TX • May 2019 – October 2019

### ACCOUNT MANAGER

*Worked in sales team to book nurses with client hospital for nursing contracts.*

### KEY ACCOMPLISHMENT

- Multitasked with several departments to provide clientele with top-notch candidates to fill their professional healthcare needs.

### TALENT ADVISOR

*Worked in production team to recruit new nurses for travel nursing assignments throughout the United States.*

### KEY ACCOMPLISHMENT

- Working with multiple departments to actively recruit and provide continuity of service to nurses throughout travel nursing assignments.

**SAFE HAVEN SECURITY** • Dallas, TX • April 2019

### SALES REPRESENTATIVE

*Responsible for sale of ADT Home Security Systems to home owners.*

**KEY ACCOMPLISHMENT**

Worked with diverse group to achieve positive sales goals.

**INTERNATIONAL AMERICAN UNIVERSITY (IAU) • Dallas, TX • 2015 - 2018****INTERIM REGISTRAR**

*Responsible for the security, storage, and management of student's official academic and registration records. Built courses for instructors and students on online learning management system. Served as a resource for other departments regarding enrollment, registration, and student records.*

**KEY ACCOMPLISHMENTS**

- Successfully managed multiple priorities while handling diverse roles and responsibilities.
- Used data management skills to successfully provide pertinent student academic progress data for accreditation proceedings.

**DIRECTOR OF CLINICAL AFFAIRS**

*Directed Clinical Science Department activities. Developed relationships among staff to facilitate projects and procure affiliation agreements for student clinical clerkships. Fostered team-building and networking to establish a positive work culture while maintaining standards of professionalism and a credible image for the department and university.*

**KEY ACCOMPLISHMENT**

- Assisted with growth of employees and students to expand skillsets and advance careers. Developed and maintained connections with clinicians to advance the institution's reputation in order to maintain credibility and good clinical science.

**SOUTHWEST KINGSTON UNIVERSITY (WORKED ALONG-SIDE OF IAU) • Dallas, TX • 2015 - 2018****REGISTRAR**

*Responsible for the security, storage, and management of student's official academic and registration records. Built courses for instructors and students on online learning management system. Administered paperwork required for upkeep of federal, state, and college academic regulations and practices. Directly interacted with students and faculty to interpret and complete comprehensive enrollment and registration procedures.*

**KEY ACCOMPLISHMENTS**

- Leveraged strong organizational skills to aid with maintenance of institution accreditation.
- Successfully managed multiple priorities while handling diverse roles and responsibilities.

**AMERICAN UNIVERSITY OF ST. VINCENT (WORKED ALONG-SIDE OF IAU) • Dallas, TX • 2014 - 2018****ASSISTANT REGISTRAR, INTERIM REGISTRAR**

*Directly interfaced with individuals to serve as a key liaison between students and faculty; managed data while maintaining an organized collection of records for present and future use. Gathered and distributed all pre-med and basic science student examinations. Acted as a coordinator between Dallas administrative office and St. Vincent campus office to orchestrate activities. Served as a resource for other departments regarding enrollment, registration, and student records.*

**KEY ACCOMPLISHMENT**

- Executed successful data migration to new student management system with accuracy and alacrity.

**CLINICAL COORDINATOR**

*Responsible for the scheduling and connection of all Clinical Science students with clinical clerkships throughout fall, spring, and summer semesters. Established community connections with clinical sites. Procured affiliation agreements for present and future relations between the university and clinical sites.*

**KEY ACCOMPLISHMENT**

- Successfully coordinated with finance department to assist students through the clerkship payment process, resulting in prompt payment and a positive experience for students and clinical sites.

**NORTHSHORE LIJ HEALTH SYSTEM • New Hyde, NY • 2012****RESEARCH ASSISTANT (VOLUNTEER)**

*Performed a key role in research and writing of the results of a study that considered best practices in cost reduction for renal transplant versus continued dialysis treatment.*

**KEY ACCOMPLISHMENT**

- Analyzed research data from several sources and collaborated successfully with physicians, pharmacists, and office accounts to contribute to the scientific community concerning methods of reducing healthcare costs.

**QUEST DIAGNOSTICS • Teterboro, NJ • 2010 - 2011****HISTOTECHNICIAN**

*Performed technical procedures in the histology lab of the second largest laboratory in the world.*

**KEY ACCOMPLISHMENTS:**

- Appointed to the Grossing team, responsible for grossing and processing biopsy specimens prior to slide preparation and pathologist review.
- Increased personal productivity standards to process more than 120 specimens daily.

**RELEVANT SKILLS**

- Analytical Skills
- Problem Solving Skills
- Team Leadership
- Multidepartment Collaboration Experience
- Supervisory Experience
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Data Managements Systems (Populi, LaborEdge)