

Begeline Romeus

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Education

American International College: Bachelor of Science in Business Administration

May of 2012

Concentration: Healthcare Management

Curriculum Highlights: Accounting, Economics, Statistics, Managerial Finance, Marketing, Leadership, Management

Professional Experience

Intern

Baystate Medical Center, Springfield, Ma

March 2012- May 2012

- Worked with the Chief Pharmacy Officer to prepare a business plan for Bedside Prescription Delivery Program
- Attended meeting to discuss the service progress
- Communicated with Pharmacist on service updates

Resident Advisor

American International College, Springfield, MA

September 2010-May 2012

- Provided paraprofessional advising to undergraduate students
- Built community amongst residents, maintained a safe living environment and scheduled duty
- Developed and conducted programs, managed administrative tasks, and enforced college policy

Upward Bound Mentor

American International College, Springfield, MA

September 2010-May 2012

- Prepared low-income, first-generation high school students for college
- Motivated students to perform well in high school, promoted a better understanding of the college experience, and offered strategies on how to be successful in college

Intern

American Cancer Society, Springfield, Ma

January 2012- March 2012

- Discussed ACS programs; hospitals' programs; and community resources with patients, caregivers, and families.
- Registered patients, caregivers, and families for programs and services via the support for patient's form or web-based system and assisted with other forms that are required for community resources.
- Ensured that patient's registration is received by the Patient Services Center at the end of the day so that services are given to cancer patient in timely manner.
- Documented all services and information given to cancer patients and caregivers via the support for patients form

Employment History

Computer Technician

American International College Audio Visual Department, Springfield, MA

January 2009- May 2012

- Assist faculty with computer setups
- Timely deliverance, of necessary Audio Visual equipment to classrooms
- Daily office work and calendar scheduling
- Oversee a staff of 10 people

Pharmacist Technician

CVS Pharmacy, Springfield, MA

February 2011-February 2012

- Reviewed and file prescriptions, and provided customers with information and counseling regarding prescriptions and other medications and monitored and maintained pharmacy inventory
- Responsible for office administration and cashier functions
- Communicated with patients and gathered information on background, medical history, and prescription history
- Compiled data, initiated new patient files, and updated existing files
- Organized and coordinated patient record

Pharmacist Technician

Rite Aid Pharmacy, Somerville, MA

September 2007-August 2009

- Reviewed and file prescriptions, and provided customers with information and counseling regarding prescriptions and other medications and monitored and maintained pharmacy inventory
- Responsible for office administration and cashier functions
- Communicated with patients and gathered information on background, medical history, and prescription history

- Compiled data, initiated new patient files, and updated existing files
- Organized and coordinated patient record

Skills

- Strong organizational skills and attention to detail, including the ability to multi-task and prioritize appropriately
- Excellent verbal and written communication skills
- Strong computer skills including expert use of Macintosh Apple, Microsoft, Excel and PowerPoint office
- Ability to work independently and collaboratively as part of a team
- Strong knowledge on third party billing, collection of payments and problem solving
- Fluent in Haitian Creole and conversational in French