

EDUCATION

New York University, New York, NY, B.A. in Metropolitan Studies, minor in Public Health,
May 2010 – GPA 3.674

New York University, New York, NY Associate's Degree, May 2008 – GPA 3.626

Tantasqua Regional High School, Fiskdale, MA High School Diploma, June 2006- Top 5%

HONORS

College of Arts and Science Academic Merit Scholarship

Dean's List

National Honor Society

Honor Roll/Highest Honors

Presidential Education Program Award

Outstanding School Citizenship Award

Diane Martel Brookfield Community Service Award

Rotary Youth Leadership Academy (RYLA)

EXPERIENCE

Medicare Rights Center, New York, NY

Intern, September 2009 – December 2009

Verified hotline messages and updated the client database. Conducted research about Medicare and assisted with various projects, such as the low income enrollment program and tracking elected official referrals.

Nantucket Cottage Hospital, Nantucket, MA

Patient Registration Representative, May 2008 – August 2008, May 2009 – August 2009

Registered, admitted and discharged outpatients and inpatients using CPSI. Filed orders, answered phone calls, completed the patient census during the evening/night shift, completed patient accounts' charges and performed other specified duties for each shift.

Robert Half International- OfficeTeam, Westborough, MA

Office Assistant and Data Researcher, May 2007 – July 2007

Updated a database for a Worcester, MA based accounting firm. Researched potential clients, answered phone calls and performed general clerical duties.

NYU Palladium Gym, New York, NY

Cashier and Sales Associate, September 2006 – May 2007

Worked cash register, stocked shelves with food and clothing and assisted NYU's gym members with customer service.

SKILLS

MS Windows XP/Vista/7/Mac OS X, MS Office and Mac OS X, intermediate to advanced Word and Excel, SPSS, PC and Macintosh literate, Software installation – Windows, MS Office, and Symantec Antivirus, conversational Spanish

ACTIVITIES

Competitive Dance, Metropolitan Studies Society, Alzheimer's Benefit, Amnesty International, American Red Cross, Jimmy Fund, Light the Night, PanMass Challenge, National Honor Society