

Marcus Barrientos

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EDUCATION

Eastern Washington University - Cheney, WA

April 2012 – August 2014

Bachelors of Arts Degree – Health Services Administration, GPA 3.47

Areas of focus include: Business Communications, Operations Management, Health Care Technology, Managerial Accounting, Health Law, Health Care Finance, and Human Resource Management.

Honors/Awards: Upsilon Delta Phi Honor Society Inductee, Dean's List Spring 2012, Dean's List Fall 2013, Spring 2014.

Mt. San Antonio College - Walnut, CA

September 2007-Dec. 2011

Associate of Arts Degree – Business and Mathematics

Areas of focus include: Financial Accounting, Statistics, Medical Terminology, Chemistry, Anatomy, Physiology, and Microbiology.

SKILLS SUMMARY

- Operate proficiently Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Ability to type 50 words per minute and operate 10-key pad efficiently.
- Basic knowledge of American Sign Language (oral and written).

EXPERIENCE

Rural Health Program Intern, Veteran Affairs Medical Center- Spokane, WA

April 2014 - June 2014

- Organized, coordinated, and facilitated a focus group program to improve patient care and access to rural health Veterans.
- Compiled final summary report of the focus group project for the rural health coordinator.
- Adhered to organization's information security, compliance, and privacy policies.
- Compiled recruitment letters and thank you letters to participants.

Public Affairs Intern, Veteran Affairs Medical Center- Spokane, WA

April 2014-June 2014

- Assisted public affairs officer with management of internal, external, and crisis communications.
- Drafted and edited content for organizational publications and employment newsletters, specifically, The VA Voice.
- Designed promotional content (i.e. flyers) for organizational and community outreach events.
- Addressed properly received complaints and concerns of patients and their families.

Shift-lead Manager, Yogurtland – Rowland Heights, CA

April 2009 - August 2009

- Delegated and prioritized opening and closing assignments to staff.
- Inspected weekly inventory and maintained supply levels.
- Trained new employees on company policies and procedures.
- Answered customer's questions and resolved issues promptly.
- Managed cash flow during designated shift.

Volunteer Experience

Fundraiser, Friends of Eastern Wine Tasting & Silent Auction, Spokane, WA

Jan 2013- May 2014

- Assisted with planning and promotion of 2 wine tasting and silent auction events.
- Obtained donations for the auction events that helped generate over \$3,000 in contributions.