**Alexandra Nguyen** (443) 528-1417 ● anguyen1028@gmail.com

**EDUCATION**

**University of Maryland, Baltimore County** Baltimore, Maryland

* Master of Public Policy with a Concentration in Urban Policy Expected May 2019
* Bachelor of Arts in Health Administration and Policy Program, minor in Social Welfare May 2018

**EXPERIENCE**

**Peer Health Educator Program** Baltimore, Maryland

Committee Chair Aug 2017 – Present

* Hold weekly meetings with the Mental Health Committee to plan and implement 6 monthly informational tabling events and 2 ongoing social media campaigns each year
* Organize the 2018 UMBC Out of the Darkness Walk to raise awareness for mental health and suicide prevention to 120 attendees and plan Spring Break Kick-Off to promote safe-drinking and responsible decision-making for 130 students
* Produce and distribute studying techniques to 500+ college students during midterms and finals week

Peer Health Educator Jan 2017 – Present

* Educate 2000+ college students on available campus resources and a variety of health topics such as stress, alcohol and drug use, nutrition, sleep, sexually transmitted infections, etc. through presentations, discussions, panels, workshops, and health fairs
* Extract and compile data to generate reports for program evaluation
* Promote the Peer Health Educator Program to 20+ students to apply to be a Peer Health Educator

**C2 Education** Bethesda and Silver Spring, Maryland

Program LeadAug 2015 – Present

* Track 300+ students’ academic progress and create personalized study plans for each student
* Answer 25+ phone calls, respond to 30+ emails, and manage class schedules daily to meet company efficiency and usage targets
* Train 8 Program and Education Lead candidates and interview 25+ potential tutors

**Consumer Protection Division of the Office of the Attorney General** Baltimore, Maryland

Health Advocacy SpecialistFeb 2018 – May 2018

* Developed strategies, analyzed information, wrote letters, and made phone calls to healthcare providers, insurers, and legal representatives to resolve 16 of 21 consumer complaints involving a variety of issues in the healthcare marketplace (i.e., medical billing and reimbursement problems, medical records access issues, medical equipment sales and warranty issues, and health insurance disputes)
* Addressed 200+ consumers’ questions via the hotline and referred them to the appropriate agencies

**University of Maryland, Baltimore County** Baltimore, Maryland

Teaching Assistant for Health Regulation and Quality ImprovementSep 2017 – May 2018

* Read and reviewed 60+ papers and made suggestions for improvement

**American Urological Association** Linthicum Heights, Maryland

Office of Research Intern Jun 2017 – Aug 2017

* Planned the overall direction of the Foundation Stewardship and Cultivation magazine to communicate the impact of urological research for patient and donor audiences
* Validated data by confirming federal grants likely-related or unlikely-related to unfunded Research Scholar applicants
* Transcribed historical data related to previous peer-review scoring and determined fundable score ranges for two different cohorts
* Developed four different proposals to include patient-focused video content on urologyhealth.org

**ADDITIONAL INFORMATION**

* **Skills:** Microsoft Office (Word, Excel, PowerPoint, Publisher), Research Writing and Editing, Literature Reviews, Critical Analysis, Problem-solving, Event Planning, Facilitation, Active Listening, Tutoring