**Eryn C. Hicks**

227 West Timberview Lane Arlington, Texas 76014 ● 817-807-0806 ● [erynhicks@yahoo.com](mailto:erynhicks@yahoo.com)

\*Willing to relocate

**OBJECTIVE:**

I am seeking an entry level health care job in fast paced work environment where I can apply my skills and abilities to benefit a healthcare organization/company. As a passionate and hardworking candidate, I think my qualifications and professionalism is of value.

**EDUCATION:**

**Master of Science, Healthcare Administration**

Texas Tech University, August 2018 - Present

**Bachelor of Science, Health Science**

Prairie View A&M University, May 2018

**EXPERIENCE:**

**Plasma Processor/ Laboratory Technician,** ImmunoTek Bio Centers, Bedford, Texas

Ensure that donors undergo a safe and successful plasmapheresis procedure and process collected product and product samples in a safe, efficient manner. (September 2018-April 2019)

**Cash Control Agent,** Six Flags Over Texas Arlington, Texas

Receive and reconcile revenue generated by the park. Duties include counting currency, in-park retrieval, making cashier till bags, sorting and scanning tickets, and all other duties as assigned. Operate computerized system to track employee transactions. (January 2012-September 2018)

**Student Intern/Patient Service Representative,** The Source for Women Reproductive Clinic, Houston,Texas

Greet and check-in patients, verify information and enter it into the system, collect payments for services, answer the phone, schedule appointments, and file paperwork. The Source. (January 2018-May 2018)

**Front Desk Agent,** Great Wolf Lodge, Grapevine, Texas

Maintain records by entering in the correct data for guest accounts. Collect revenue by entering services and charges, computing billing, and obtaining payment. May 2016 - January 2017)

**Resident Service Technician,** Prairie View A&M University Prairie View, Texas

Responsible for working with Residential team to provide students on respective dormitory with a safe, clean and structured living environment that fosters student retention, satisfaction, achievement and success. (September 2014 - May 2018)

**ADDITIONAL SKILLS:**

* Excellent customer service skills
* Proficient with Microsoft program
* Great written and verbal communication skills
* Efficient with coding