



JENNIFER SPICK

HEALTHCARE ADMINISTRATION

CONTACT

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Boston, MA 02111

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EDUCATION

University of Wisconsin - Oshkosh // 2018
Bachelor of Science - Biology
Minor in Business Administration with Emphasis
on Healthcare Business

University of Wisconsin - La Crosse // May 2022
Masters of Healthcare Administration

CERTIFICATIONS

- Certified Pharmacy Technician // 2018
- BLS (CPR & AED) // 2020

SKILLS

- Microsoft Office 365
- 10+ years of customer service
- Exceptional communication skills
- Leadership and interpersonal skills

INTERESTS

Reading, learning, health & fitness, hiking,
traveling, music

WORK EXPERIENCE

MASSACHUSETTS GENERAL HOSPITAL, OR COORDINATOR
FEB 2021 - CURRENT

- Work alongside Dept. of Nursing staff, Anesthesia staff, ancillary departments and management to ensure efficient flow of processes in the Operating Room
- Assist with essential communication between individuals in the OR and all affiliated staff members
- Assist with appropriate scheduling and documentation of waitlist cases
- Assist with completing Anesthesia and Nursing assignments

CVS PHARMACY, LEAD PHARMACY TECHNICIAN
JAN 2014 - JAN 2021

- Received, reviewed, dispensed and labeled prescriptions daily with expert accuracy
- Closely monitored department performance metrics by prioritizing tasks and optimizing workflow
- Lead new colleague orientation and training and assisted in technician development
- Maintained staff scheduling

MOTIONWORKS PHYSICAL THERAPY, MEDICAL BILLING
SPECIALIST AND RECEPTIONIST
FEB 2020 - DEC 2020

- Provided prompt, efficient, courteous, and personalized assistance when checking in patients and collecting payments
- Responsible for processing payments, adjustments and denials
- Obtained prior authorizations through insurances
- Managed scheduling for Doctor's of Physical Therapy