**Anna M. Dobrose**

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Apt N304

DeKalb, IL, 60115

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**OBJECTIVE**

Dedicated, motivated, and hard-working MPH; Masters of Public Health graduate student seeking a full time, entry level administrative position following graduation in May of 2016.

**EDUCATION**

**Northern Illinois University, DeKalb, IL, 60115**

Degree: Masters of Public Health, Emphasis in Management and Health Services

Current GPA: 3.462

Experiences: Member of the Student Advisory Committee for Public Health

Manager for Data Entry Project in the Nursing Department

Graduation Date: May 2016

**Northern Illinois University, DeKalb, IL, 60115**

Degree: Bachelors in Arts, Psychology and Sociology Double Major

GPA: 3.547

Awards: Transfer Housing Scholarship

Transfer Scholar Scholarship

University Honors

Cum Laude

Experiences: NI Guide

Secretary of Student Sociological Club

Member of Student Psychological Association

Completed Honors Sociology Capstone Project

Completed Ethnography Research for class

Graduation Date: May 2013

**Illinois Valley Community College, Oglesby, IL 61348**

Degree: Associates in Arts, Psychology Major

GPA: 3.75

Awards: Honors Program

Phi Theta Kappa

Sigma Kappa Delta

Experiences: Student Ambassador

Graduation Date: May 2011

**WORK EXPERIENCE**

**Graduate Assistant; Nursing Department; Northern Illinois University; DeKalb, IL, 60115**

Dates Worked: February 2015-Present

Experiences: Manage other employees, create schedules, and allocate job and proctor sheets

Resolve conflicts with employees

Prepare copies, proctor exams, complete jobs requested by professors and complete data entry in Excel

**Lab Technician; Unimin Corporation; Ottawa, IL, 61350**

Dates Worked: June 2014-August 2014, May 2013-January 2014, December 2012-January 2013

Experiences: Complete projects for sand mines in different locations

Ready sand samples for further testing

**Babysitter for various families, Ottawa Illinois and Sycamore Illinois**

Dates Worked: On and off from 2004-2014

Experiences: Effectively monitor children

Observe and supervise children

Resolve conflicts with argumentative and/or difficult children

Communicate effectively with children's parents

Listen to underlying issues to better assist children with resolving conflicts

Plan outings with children

**Student Researcher; Northern Illinois University; DeKalb, Illinois, 60115**

Dates Worked: October 2012-December 2012

Experiences: Assisted a Psychology Graduate Student in gathering data for his thesis

**Dietary Aid; Pleasant View Lutheran Home; Ottawa, Illinois, 61350**

Dates Worked: June 2008-August 2011

Experiences: Involved in the food service aspect of the nursing home

Promoted place of employment to other individuals looking for employment

Supervised team of workers when asked to do so

Communicated with other employees to more effectively complete tasks

Trained new employees on how to complete tasks efficiently

**JOB SHADOWING**

**LaSalle County Health Department; Ottawa, Illinois 61350**

Dates Worked: May 2015-August 2015

Experiences: Monthly Board of Health Meeting

Personal Health Programs; WIC, Child Immunization Clinic

Meeting with directors of the health department

Teen Showcase Meeting

**INTERNSHIPS**

**DeKalb County Health Department; DeKalb, Illinois, 60115**

Dates Worked: January 2016-May 2016

Experiences: Developed a plan for DeKalb County Health Department to sustain effective maternal and child health services

Developed and implemented a Public Information Campaign that provided information to the residents of DeKalb County about the value of public health, and the DCHD

**Pleasant View Lutheran Home; Ottawa, Illinois, 61350**

Dates Worked: June 2012-August 2012

Experiences: Served as Assistant for Social Services Director

Handled MDSs, new admissions, Social Service Reviews and medical equipment for exiting residents

**VOLUNTEER EXPERIENCE**

**Pleasant View Lutheran Home; Ottawa, Illinois, 61350**

Dates Served: On and off from February 2005-April 2011

Experiences: Communicated with elderly residents

Involved with activities and bringing residents to and from the dining hall