

Maren Hatling

Minneapolis, MN

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Summary: High achieving psychology graduate interested in administrative work, human resources, and technology careers

Education

University of Minnesota , College of Liberal Arts	Graduated May 2019
Bachelor of Science in Psychology	
MState Fergus Falls , Fergus Falls, MN	Graduated May 2015
Associate of Arts	
Post Secondary Enrollment Options	Sep. 2012- May 2014

Employment

Provider Relations Associate Analyst, Cigna Behavioral Health, Minneapolis, MN July 2020-present

- Answered questions about benefits, eligibility, claims, and contracting for Cigna providers.
- Solved claims issues for providers which included communicating with other Cigna departments to make sure claims were processed correctly.

Nanny, Woodbury, MN Oct. 2016- Jun. 2019

- Cared for three kids before/after school, helped kids get ready or do homework, prepared meals, and drove to various activities.
- Learned to be flexible with schedules as kids and families can be dynamic and fluid.

Kitchen Staff, Union Pizza & Brewing Co., Fergus Falls, MN Oct. 2015-Aug. 2016

- Prepped ingredients for pizzas, including making the dough and sauces from scratch.
- Kept track of needs in the kitchen and made grocery lists for items running low.
- Learned techniques for beer and kombucha brewing.

Certified Nurse's Assistant, Pioneer Care, Fergus Falls, MN Dec. 2014- Oct. 2015

- Helped residents perform daily activities of living such as dressing, washing, eating, and moving around.
- Provided customer support to residents and families of residents.

Secretary Assistant, Hatling Law Office, Fergus Falls, MN On and off from 2009-2012

- Worked in the family law office doing various office tasks such as filing, scanning, labeling, and mailing.

Relevant Experience

Coding Bootcamp, University of Minnesota, Minneapolis, MN April 2021-present

- Learning coding languages such as HTML, CSS, and Javascript to be able to do full-stack web development.

Research Lab Assistant, University of Minnesota, Roisman Lab Jan. 2019- May 2019

- Transcribed Adult Attachment Interviews to later be coded by researchers in a child psychology lab.
- Attended lab meetings and discussed current research practices with lab faculty and graduate students.

Internship in Psychology, University of Minnesota, The Well MN Oct. 2018- Feb 2019

- Worked with the founder of a small non-profit that mentors women who suffer from abuse or addiction, or who are struggling single moms.
- Learned about non-profit start-up, fundraising, marketing, and did light administrative skills.
- Went through their mentorship program to learn how to mentor clients.

Skills: Microsoft office, writing, typing, administrative skills, communication and social skills