**XXXX****XXXX**

XXXX, Phoenix, AZ 85085  
XXX-XXXX-XXXCell: XXX-XXXX-XXX - XXXX@XXXX.XXX

**Professional Summary**

Skills

|  |  |
| --- | --- |
| * Strong verbal and written communication skills * Works well independently or as part of a team * Capable of managing multiple priorities | * Excellent interpersonal skills * Organized and analytical * Able to relate effectively with individuals of all levels within the organization |

**Work History**

**Marketing Communications Coordinator****Acclivity Healthcare** – Scottsdale, AZ

06/2010 to Current

* Compose and publish job postings for current employment opportunities on the company website and job boards (Career Builder, Monster, Craigslist, etc.).
* Build, develop and send out email marketing campaigns to potential candidates regarding open employment opportunities.
* Write, manage and organize the publication and distribution of the company newsletter.
* Update, post, route responses & maintain social media websites (Facebook, Twitter, LinkedIn).
* Manage Google AdWords and Google Analytics

**Senior Research/ Sourcing Coordinator****Acclivity Healthcare**

* Filter and distribute hundreds of inbound applications daily from online ads and the company website.
* Source and identify candidates for various healthcare positions through an internal database, internet job boards, resume databases, and networking sites.
* Review, update and continually monitor candidate profile codes.

**Recruiting/Human Resources Specialist****Mollen Immunization Clinics** – Scottsdale, AZ

* Assisted in recruitment of personnel to staff seasonal immunization clinics covering all fifty states.
* Ensured legal compliance and proper documentation of new-hires for nine states.
* Utilized verification databases such as AZ Rehire, E-Verify, and the nursing license websites for all 50 states.
* Assisted in administrative functions in support of human resources department

**Administrative Assistant****Mollen Immunization Clinics** – Scottsdale, AZ

08/2008 to 04/2010

* Created various spreadsheets of potential partner contact information.
* Conducted staffing interviews and pre-screened potential office candidates.
* Compiled new employee handbooks and important company documents.
* Coordinated and prepared office meetings for investors and company owners.

**Medical Billing Specialist****Mollen Immunization Clinics** – Scottsdale, AZ

08/2008 to 04/2010

* Perform high volume data entry of medical insurance and medical billing information Responsible for accurate and timely billing of electronic and hardcopy medical insurance claims Review consent forms to verify proper reimbursement and to make adjustments as necessary Verify correct Third Party coding Work directly with customers and clients to resolve billing and/or payment issues.

**Administrative Assistant****Scottsdale Fine Art** – Scottsdale, AZ

10/2006 to 08/2008

* Performed all aspects of merchandising, window displays, and stocking of gallery.
* Coordinated inventory control, receiving, and store maintenance.
* Maintained inventory database and supporting documentation of artwork/artists.
* Assisted in development of media advertising for upcoming Artist shows.

**Education**

**Bachelor of Arts**: **Communication Studies**  
**Arizona State University** - Glendale, AZ  
National Communication Association's Honor Society Lambda Pi Eta

May 2008

**Cactus Shadows High School** -

May 2005