

# Richard Low

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Towson, MD • 410.555.5555 • tstudent@email.com

## EDUCATION

Bachelor of Medicine

May 2014

**Towson University**, Towson, MD

- Minor: Business Administration
- GPA: 3.6
- Related coursework: Strategic Management for Economic Healthcare, Health Administration Staff Relations, Health Insurance and Pre-paid Health Care, Legal Environments of Healthcare

## HONORS/AWARDS

Dean's List

Fall 2013-Fall 2014

Golden Key National Honor Society

Dec. 2013

Towson University Female Scholar of the Year

May 2013

Presidential Scholarship Recipient

May 2013

## RELATED EXPERIENCE

Medical Doctor

May 2016-Present

**Sheppard Pratt Health System**, Baltimore, MD

- Treat patients at the hospital
- Triage

Medical Doctor

Jan. 2015-May 2016

**Mercy Hospital**, Baltimore, MD

- Rotated among hospital administration, nursing and pharmacy departments
- Developed a database to organize contract information concerning affiliated HMOs, PPOs, and other managed care organizations

Office Assistant

June 2014- Aug 2015

**Good Samaritan Hospital**, Baltimore, MD

- Maintained clinically sensitive information and completed filing accurately for over 200 clients

## CUSTOMER SERVICE EXPERIENCE

Server

May 2015- Sep. 2017

**The Olive Garden**, White Ridge, MD

- Supported restaurant staff by increasing server customer service ratings by 30 percent
- Received "Friendliest Friend Outstanding Customer Service Award" for 20XX

## LEADERSHIP AND VOLUNTEER EXPERIENCE

Volunteer Fundraiser

Dec. 2015-Present

**Susan G Komen Breast Cancer Foundation**, Towson, MD

Secretary

Sep. 2015-Present

**Black Student Union, Towson University**, Towson, MD