

Nolan Tadie

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Objective:

As a recent graduate from George Mason University, with a BS – Health Administration with a concentration in Health Systems Management I'm interested in contributing to a company within a business/technology environment in a meaningful and comprehensive way.

Experience:

Annandale Family Medicine - Annandale, VA

Medical Office Receptionist

September 2018 to June 2019

For the last 10 months I have worked as a medical receptionist at a primary care practice in Annandale, Virginia.

- Answered phone calls/called back patients
- Scheduled patient appointments/verify insurance
- Passed along messages to and from Physicians

SOC Telemed - Reston, VA

Project Intern

January 2019 to May 2019

During my final Spring semester at George Mason, I interned under SOC's Human Resources department leading a recruiting initiative to employ the new human capital solutions management software UltiPro.

- Worked with various department heads to update current job descriptions throughout the organization
- Updated and organized position screening questions for job requisitions
- Imputed updated job descriptions and screening questions into the UltiPro software
- Worked with HR department leaders to strategize an effective implementation process

George Mason University Recreation - Fairfax, VA

Head Lifeguard

September 2015 to August 2018

During my Junior year I was promoted to a Head Lifeguard position at George Mason's Aquatic Fitness Center (AFC).

- Serve as Pool and Spa Operator/managing pump room operations
 - Supervise all lifeguards on duty and ensure daily lifeguard duties/requirements are met
 - Testing/adjusting pool and spa chemistry/temperature levels
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Education:

George Mason University - Fairfax, VA

BS – Health Administration, with a concentration in Health Systems Management

Relevant Coursework:

STAT 250: Introductory Statistics	IT 104: Introduction to Computing
HAP 309: Healthcare Accounting	HAP 312: Healthcare Law
HAP 360: Intro to Health Information Systems	HAP 392: Human Resources Management
HAP 395: Healthcare Finance	HAP 396: Strategic Management and Planning
HAP 417: Leadership and Management	HAP 425: Health Economics and Policy

Proficiencies:

Athena health – EHR/EMR software

UltiPro – human capital solutions management software

Microsoft Office – Word, PowerPoint, and Excel