



# TAMMY A

XXX, UTAH | XXXX@GMAIL.COM | XXX-XXX-XXX

## OVERVIEW

Director of awesomeness with 10 + years of experience working in accreditation, higher education, and management. Strong written and verbal communications skills, and passionate about team building in the workplace. Skilled in healthcare informatics, CMS software, and front-end development. Highly organized and trustworthy professional seeking an opportunity to advance my career in project management.

## TECHNICAL SKILLS

- Excellent PC skills with the aptitude to learn new systems quickly; proficient in Salesforce, Microsoft Word, PowerPoint, Excel, Googledocs, and Outlook.

## PROFESSIONAL EXPERIENCE

### THE BEST JOB IN THE WORLD

2019-present  
Salt Lake City, Utah

#### Director of awesomeness

- Oversee the organizations operations and work to improve our processes.
- Manage the technology aspects of the company.
- Review, maintain, and manage the report on current status for over 400 programs.
- Webmaster
- Accounts receivable manager/budgeting through QuickBooks.
- Virtual/face to face meeting and event planning/coordination for the organization in conjunction with a board of twenty-five members consisting of medical backgrounds.

### XXX UNIVERSITY

2009-2019  
Salt Lake City, Utah

#### Administrative Manager-Provost Office | Administrative Manager-Respiratory Therapy Program | Financial Planner | Academic Advisor

- Managed a team composed of fifteen administrative assistant staff and provide all necessary training. Regular review and oversight of administrative assistants to ensure procedures are followed.
- Project management support for the Provost Office.
- Previously part of the Academic Leadership Strategy Team which works closely with the Provost and Deans of the University. Assists with the organizing, maintaining, and delivering of administrative processes, policies, and continual process improvements of reports.
- Assisted with the planning and coordination of our yearly graduation event, program advisor committee meetings, and face to face workshops for graduates of the Respiratory Therapy program.
- Organized, collected, and updated all items related to compliance for programmatic accreditation.
- Worked closely with the Program Director and Clinical Director for the Respiratory Therapy program to ensure the program is running smoothly.
- Tracked all graduates, primary contact for department, project manager, liaison between other departments, maintained continuing education courses.

- Coordinated between various departments to train, implement new procedures, and refine current student processes for all Respiratory Therapy students; ensure students are taken care of and the program was running efficiently.
- Assisted in the federal financing process by explaining to potential students their various financing options available.
- Worked directly with Admissions Consultants to identify priority students and set up student appointments.
- Supervised 150+ students throughout their college experience by answering any questions they had, sending out proactive e-mails, making sure they are financially complete by assisting Accounting with invoices, loans, and ledgers.

XXX RENTAL

**Property Manager**

2012- 20018

Herriman, Utah

- Managed and maintained property rental.
- Promoted and filled vacancies when necessary.
- Screened and interviewed prospective tenants.

XXX BANK

**Banker/Lead Teller/ Lead Engagement Officer**

2007- 2009

Salt Lake City, Utah

- Actively engaged in customer service committee in order to help maintain a positive relationship with customers and the community by resolving customer's issues and involvement in various community events.
- Consistently lead and achieved sales goals in result of providing excellent products to each customer based on their unique needs and situations.
- Coached new tellers, participated in offsite events, and assisted in compliance visits.

XXX DEVELOPMENT

**Administrative Assistant**

2004-2005

Draper, Utah

- Directed phone calls to appropriate departments, solved problems and handled inquiries, scheduled, followed-up and coordinated upper management meetings.
- Directed accounts payable department and used quick books for processing.
- Assisted in hiring/managing of receptionist.
- Detailed data entry by means of utilizing oracle systems software, Microsoft excel, word, and outlook.

**EDUCATION**

**Tech-Moms**

Fall 2021

Completion of technical skills course in HTML, CSS, and JavaScript; introduction to cybersecurity, data analytics & reporting, product/project management, quality assurance, digital marketing, and UX/UI design; completed website development project.

**Masters in Healthcare Informatics**

XXX University

July 2016

Salt Lake City, UT

**Bachelor of Science in Family and Human Development-Child Life Specialist**

University XXX

May 2008

Salt Lake City, UT

**RECOGNITIONS/VOLUNTEER ACTIVITIES**

- Leader over children's organization for local church.
- Vice President of Public Relations for Intermountain Healing Hearts.
- Family Advisory Council board member for Primary Children's Hospital.
- Patient Safety Committee board member for Primary Children's Hospital.

- Past secretary for Women in Business group through the Murray Chamber.
- Nominated and participated in the Associate Director in Training Program at Independence University.
- Previous Choir Director for local children's group.
- Service Mission (2005-2006)-served as full-time, self-funded volunteer missionary, providing teaching and humanitarian service to diverse populations.

#### REFERENCES

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Available upon request