

RÉSUMÉ WRITING

Sample Résumé: Health Studies

LUCI JACKMAN

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OBJECTIVE

A Project Analyst internship at the University Health Network where I can contribute my strong communication, organizational and project management skills along with a proven ability to provide timely and comprehensive information towards improving the client records management system.

EDUCATION & ACHIEVEMENTS

Honours Bachelor of Health Studies (Health Management) Expected 2017
York University, Toronto

- The Faculty of Health renewable Entrance Award (\$2,000 value), based on achieving a minimum admission average of 75%

RELATED PROJECT:

Research Methods in Health Studies, 3rd Year Level Fall 2015, Winter 2016

- Conducted a systematic investigation on the relationship between stress and healthy eating using the principles and procedures of the research process
- Selected as a team lead of the project, organized and prioritized tasks, managed workflow progress, verified research data and ensured error free calculations
- Contributed critical thinking and analytical skills by determining the correlation between stress and healthy eating and how those differences vary between males and females
- Determined measurement tool to be used for gathering data and worked with team to perform research on necessary ethical considerations
- Prepared both a weekly written update regarding group progress and an overall professional 12-page report and presented report findings and conclusions to the class. Team was commended by professor for 'thorough report' (Final Grade: A).

EMPLOYMENT EXPERIENCE

Health Information Assistant (Part-time Volunteer) 2015 - Present
St. John's Rehabilitation Hospital, Toronto

- Collected relevant health information data for incoming patients using hospital database in preparation for file creation and processing
- Ensured that the qualitative analysis of inpatient and outpatient health records was performed according to hospital policies and procedures
- Managed the quality analysis of hundreds of health records needed by members of the Health Information Services staff to meet bi-weekly department deadlines
- Reported safety issues and problems not in compliance with the Hospital's safety standards and applicable legislation and updated procedures in accordance to Ontario legislation standards

Student Researcher (Full-time)

Summer 2015

York Institute for Health Research (YIHR), York University, Toronto

- Conducted internet research on a weekly basis for use in project survey
- Coordinated survey implementation and analysis and managed data transcription using Institute database
- Verbally interviewed research participants for health related projects
- Accurately entered all required data into the Institute database. Commended for maintenance of Institute accuracy standards

Customer Representative (Part-time)

2012 - 2014

Shoppers Drugmart, Toronto

- Processed a daily volume of over 100 customers promptly and courteously
- Calculated multiple receipts and logged information into the company's accounting system
- Managed weekly inventory tracking using company database
- Promoted to evening shift supervisor within 6 months based on outstanding ability to communicate and problem solve with customers and colleagues
- Took on a leadership role by volunteering to sign up customers for the recently introduced Shoppers Optimum Mastercard, including providing information on the benefits of holding the card

TECHNICAL SKILLS

- Advanced knowledge of Windows XP/Vista
- Advanced proficiency in Microsoft Office Suite (Word, Excel, Access and PowerPoint)

OTHER SKILLS

- Fluent in verbal and written English and French