

John Smith

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EDUCATION

Vanderbilt University, Nashville, TN

May xxxx

Bachelor of Arts, Medicine, Health, and Society

Minors: Financial Economics and Sociology

Cumulative GPA: 3.55/4.00

Honors: Dean's List (Fall xxxx, Spring xxxx)

- Financed 50% of tuition through Tennessee Hope Scholarship & Gertrude Vanderbilt Scholarship

RELEVANT COURSEWORK

Corporate Strategy

Organizational & Managerial Communications

Public Health Policy

Health Service Delivery to Diverse Populations

ACADEMIC PROJECTS

Healthcare Reform Memorandum

Spring xxxx

- Collaborated with four classmates to analyze current U.S. healthcare system through interviews with healthcare professionals, reviewing historical data, and understanding the current protocol for care
- Researched financing, patients' rights, and provider's responsibility to primarily determine problems in healthcare system
- Drafted and presented report of written recommendations to address problems identified

RELEVANT EXPERIENCE

Vanderbilt Coalition for Healthy Aging, Nashville, TN

Immigrant/Refugee Health Program Intern

Summer xxxx

- Conducted in-depth interviews with ten public health and community organization professionals to gain insight into health beliefs and practices of immigrant/refugee populations in middle Tennessee
- Developed cultural competence training program for fifty medical professionals to increase awareness of immigrant population in health service delivery
- Directed test-run of training program with ten Vanderbilt medical students to determine effectiveness of outlined structure

LEADERSHIP

Best Buddies Vanderbilt

Membership Coordinator (xxxx), Public Relations Chair (xxxx)

Aug xxxx – Present

- Coordinate one-to-one friendship pairs involving 30 college students and individuals with intellectual and/or physical disabilities based on applications and informal interviews
- Advertised all monthly events via email, Internet, and flyer publications to reach Vanderbilt campus of 7,000 students
- Managed Best Buddies Gala ticket sales resulting in \$500 raised for inaugural Best Buddies Spring Break Trip

Medicine, Health, and Society Advisory Board

Student Advisor

Aug xxxx - Present

- Advise faculty about curriculum, programming, and extra-curricular activities as part of five member board to advocate for interests of 350 students pursuing Medicine, Health, & Society Major
- Directed three informational sessions to educate first-year and transfer students about specifics of major
- Mentor ten undecided students seeking advice or guidance on academic coursework selection

ADDITIONAL EMPLOYMENT

Tennessee Disability Pathfinder, Nashville, TN, Research Assistant

Sept xxxx – Present

Meritan Case Management, Memphis, TN, Payroll Assistant

Summer xxxx

Law Offices of Kendra Hazlett Armstrong, P.C., Memphis, TN, Legal Assistant

Summer xxxx

SKILLS

Computer Skills: Proficient in Photoshop & Dreamweaver

Language Skills: Intermediate Proficiency in Spanish