

Jenny Jobseeker

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Education

California State University, Chico
Bachelor of Science in Health Science, May 2009
Emphasis: **Health Services Administration**
Certificate: Emergency Medical Services Administration

Health Services Experience

**Butte County Behavioral Health
Health Services Administration Intern** Chico, CA
January 2009-May 2009

- Assessed client needs in private and group settings
- Coordinated meetings with clients and personnel in a legal environment, such as probation hearings
- Provided a comforting environment for dual diagnosis clients through each phase of the program

**Health Services Department, CSU Research Foundation
Research Assistant** Chico, CA
February 2009-February 2009

- Utilized research and writing skills to build abstracts for an article database
- Acquired knowledge of the processes and procedures of implementing a Level II trauma center
- Demonstrated the ability to work quickly and accurately under a deadline

**Sunset Retirement Community
Dining Room Server** Ukiah, CA
May 2006-September 2008

- Provided a comfortable environment for residents during meals and social events
- Demonstrated the ability to handle difficult situations and make accurate decisions to better accommodate the residents
- Provided outstanding customer service to residents needing extra assistance

Management/Customer Service Experience

**Ace Hardware
Office Manager** Chico, CA
May 2004-October 2005

- Managed accounts receivable of customer accounts on a daily basis
- Demonstrated the ability to multi-task efficiently in a fast-paced customer service environment
- Trained and supervised employees on registers and how to handle customer accounts

**Newman Center
Student Leader/Choir Leader** Chico, CA
August 2003-September 2004

- Provided a cheerful environment for the congregation
- Led an enthusiastic and highly praised choir of four people
- Demonstrated positive “team-player” skills at events

**Johnny Rockets, Inc.
Waiter/Entertainer** Irvine, CA and Costa Mesa, CA
February 2000-March 2002

- Earned a 100% on a secret shopper survey for providing excellent customer service
- Contributed to the 1940s atmosphere by performing for customers (singing and dancing with ketchup bottles)
- Collaborated with corporate personnel to achieve sales and operational goals
- Demonstrated flexibility by rotating between three locations to accommodate corporate needs

Activities

President, CSU Chapter of the American College of Healthcare Executives
Hospitality Chair, CSU Chapter, Up 'til Dawn with St. Jude's Children's Research Hospital