

# Erica Neal, Nursing Student

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## PROFILE

Dedicated and compassionate first year student nurse seeking a position to enhance practical clinical skills. Highly organized and possess administrative as well supervisory skills. Fully committed to following directions and regulations and learning within a dynamic healthcare environment.

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## EMPLOYMENT HISTORY

- May 2007 – Mar 2017      **Operations Manager, United States Air Force**      Mountain Home, ID
- Supervised professional development of personnel through one-on-one counseling, group sessions, and liaison work with other departments. Managed and ensured the readiness of up to 150 personnel and 20 managers through scheduling training exercises, conducting training classes, and facilitating practice exercises that will ensure readiness for real-world operations. Developed a package tracker to assist in the processing of all administrative matters relating to the department, including awards, legal action, and career development packages, streamlining the process and ensuring all information was processed in a timely manner, leading to decreased wait-time of 3 days, on average
- Jan 2006 – Apr 2007      **Medical Claims Adjuster, GEICO**      Marlton, NJ
- Examined medical claims for accident related injuries and initiated medical evaluations when necessary. Maintained files and medical records for claimants, prioritized monthly case follow-ups, and authorized payment of medical bills. Supported patient and provider relationship to ensure appropriateness of care was provided.
- Jun 2004 – Dec 2005      **Residential House Manager, AHRC of Nassau**      Brookville, NY
- Fostered environment that assisted residents to become active participants in their surroundings. Provided residents' with support in the areas of self-care, health, safety, household chores, socialization, and overall well-being. Administered resident prescribed medications. Managed all house Direct Care personnel to include maintaining records, scheduling training, and assignment of daily duties. Produced and maintained weekly schedules and payroll logs. Executed supervision over all resident's financial records and expenditures. Ensured proper and regular maintenance of the residence.

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## EDUCATION

- Aug 2017 – Dec 2021      **Georgia State University, Bachelor of Science in Nursing**      Atlanta, GA
- Current GPA 3.71
- Sep 2010 – Dec 2015      **Columbia Souther University, Master of Business Administration in Health Care Management**      Orange Beach, AL
- Aug 1999 – May 2004      **SUNY at Stony Brook, Bachelor of Science in Health Care Management**      Stony Brook, NY

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## SKILLS

Microsoft Office      Microsoft Excel  
Microsoft PowerPoint      Customer Service  
Employee Training