

Education

Southern New Hampshire University, Manchester, NH

Bachelors of Science in Business in Healthcare Administration

2023

GPA: 4.0

Employment Experience

Club Manager, Anytime Fitness

August 2022 - Present

Single Handedly oversees an entire facility on a day to day basis, including the customer and employee interface.

Lead an entire establishment's workforce enforcing customer relationships.

Respond to public, customer, and media requests for information about wellness programs.

Utilize various computer applications such as database management or word processing in order to properly manage the finances of the establishment.

Maintain the company's revenue budget ensuring that monetary value was gained.

Coordinate and organize marketing and special events to promote the company.

Personal Lines Processor, The Van Dyk Group

2020-

2022

Received renewal declarations from insurance companies and renewed the client's policy for the upcoming term. Required the renewal of documents through email to clients and notated all accounts per the company's procedures.

Emailed & mailed endorsement confirmations & revised declarations to clients.

Processed mortgage changes for all clientele in Epic & through insurance carrier websites.

Assisted in the handling of incoming mail and correspondence.

Assisted in processing invoices on all agency billed policies.

Customer service skills when needed to talk to clients or insurance, mortgage companies.

Worked as a receptionist during the vacancy of the position. While filling the position, did clerical work such as filing and organizing front desk duties.

Paid close attention to detail of client information.

Achievements

National Student Leadership Society

January 2021 - Present

Alpha Sigma Lambda Honour Society

January 2022 - Present

- Dean's list

2019 - Present

President's list

2019 - Present

Honor Roll

2019 - Present