

Yasmeen Ashraf

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PROFESSIONAL SUMMARY

Energetic and passionate college student working toward an MS in Healthcare Administration at the University of Maryland Global Campus. Gained expertise in Healthcare Marketing, Healthcare Facilities in Management, Management in Healthcare Organization, Research Data Analysis in Healthcare, Strategic Planning and Leadership in Healthcare, Healthcare Financial Management, Healthcare Economics, Legal and Ethical Issues in Healthcare, Managerial Epidemiology, and Decision Making in Healthcare, and Information Systems in Healthcare Organizations.

Qualified and skilled candidate seeking an entry-level position in a reputable in Healthcare Administration firm. Through personal experiences and studies, gained a great deal of knowledge on how to utilize these resources effectively. Organized and motivated employees eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

EDUCATION

BS - Healthcare Management- *University of Maryland Global Campus - Adelphi, MD*

December 2022

MS - Healthcare Administration- *University of Maryland Global Campus - Adelphi, MD*

Expected - May 2024

WORK EXPERIENCE

Young School- *Crofton, MD*

January 2021 - April 2021

Assistant Teacher

- Maintained a safe, educational environment for students during learning and free play time.
- Communicated regularly with parents, teachers, and administrators regarding student progress and needs.
- Facilitated classroom discussions to promote creative thinking about subject matter.
- Assembled instructional materials for children's projects and playtime.
- Created a calm and disciplined classroom environment to improve student focus.
- Observed student performance and analyzed individual records to assess progress.
- Arranged age-appropriate activities to help children develop interests and talents.
- Created an effective classroom environment by using strengths to share responsibilities and better serve students.
- Collaborated with team to quickly resolve customer complaints with action.

Community College of Baltimore County- *Owings Mills, MD*

January 2017 - January 2018

Administrative Support Assistant II

- Conducted support and information to students, faculty, administrators, and college community.
- Initiated planning meetings, special events, and special projects.
- Revamped in planning meetings, special events, and special projects.
- Serve as liaison between department or program and other offices or organizations.
- Research, analyze, and process data into college systems.
- Maintain records and files.
- Compile reports, documents, forms, and correspondence.
- Create and track check requests, requisitions, work orders, and other request forms.
- Process and manage all relevant course, program, and personnel paperwork.

PROFESSIONAL SKILLS

- Develop work schedules for staff and physicians
- Communicate with physicians and nurses

- Improve facility efficiency and quality
- Ensure that the facility complies with all laws and regulations
- Monitor budgets and spending.
- Collaboration
- Outstanding organizational, multitasking, and problem-solving abilities.
- Ability to Work in a collaborative environment
- Technical skills
- Understanding of Patient care
- Quality assurance

AWARDS AND HONORS

Dean's List -University of Maryland Global Campus

Jan 2022 and Present

- Completed 120 letter-graded units during quarter with a 3.94 GPA.
- Coordinated closely with professors and academic advisors to complete assigned tasks and activities.

LANGUAGE COMPETENCIES

- English: Secondary language
- Urdu: fluent (speaking, reading, writing)
- Arabic: intermediate (speaking, reading); basic (writing)