

Aisha Patel

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SUMMARY

Detail-oriented and motivated recent graduate with a Bachelor's in Health Administration. Proven ability to improve operational efficiency and enhance patient satisfaction through data-driven strategies and effective communication.

EXPERIENCE

Administrative Intern

Jan 2022 - Present

HealthPlus Medical Center, San Diego, CA

- Streamlined patient intake process, reducing wait times by 20%.
- Assisted in managing a budget of \$500,000 for the outpatient department, achieving a cost savings of 15%.
- Utilized Electronic Health Records (EHR) systems to improve patient data management and accessibility.

Health Services Coordinator

Sep 2019 - Dec 2021

Campus Health Clinic, University City, CA

- Coordinated healthcare services for 2,000+ students, improving service delivery time by 30%.
- Implemented a new scheduling system that increased appointment booking efficiency by 25%.
- Developed patient education materials that led to a 40% increase in awareness of available health services.

Volunteer Health Administrator

Jun 2018 - Aug 2019

Community Health Initiative, San Diego, CA

- Assisted in organizing community health fairs, attracting over 500 participants.
- Helped manage logistics and outreach efforts, increasing volunteer engagement by 50%.
- Participated in data entry and analysis for health program evaluation, contributing to a report that secured \$20,000 in grant funding.

EDUCATION

Bachelor of Science in Health Administration

May 2018

University of California, San Diego, La Jolla, CA • GPA: 3.7

SKILLS

Technical Skills: Healthcare Management, Patient Relations, Budgeting and Financial Analysis, Data Analysis

Tools & Frameworks: Epic Systems, Microsoft Excel, Tableau, Google Workspace