

Health Science

123 Main St. Winona MN 55987

507-123-0000

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OBJECTIVE

To obtain a position in the field of Health Education

EDUCATION

Bachelor of Science degree in Health Science, Community Health

December 2009

Winona State University, Winona, MN

GPA 3.2, Dean's List

RELATED COURSEWORK

Health Communications

Women's Health

Chronic and Infectious Diseases

Current Health Issues

Community and Program Development

Clinical Health Education

Family Life and Sex Education

Critical Topics in Health

Holistic Health and Wellness

Worksite Health Promotion

RELEVANT EXPERIENCE

Community Outreach Intern, MN Department of Health, Minneapolis, MN

Summer 2008

- Planned and coordinated child health education programs in five metro communities
- Collaborated with community health planners to identify community partners and recruit 15 organizations to participate in child health education

Health PRO Advocate, Winona State University, Winona, MN

2007

- Assisted students in making informed health and wellness decisions through education and role-modeling
- Provided outreach and health information on a wide variety of topics including nutrition, stress management, and alcohol

ADDITIONAL WORK EXPERIENCE

Office Assistant, Manor Health Clinic, Willmar, MN

Summer 2006

- Pulled patient files for appointments in efficient manner
- Accurately filed lab results and appointment notes following strict confidentiality policy
- Utilized basic computer skills for data entry, answered phone and faxed information

Sales Clerk/Merchandiser, Hanson Drug, Willmar, MN

Summers 2004-2006

- Set up displays and inventoried merchandise
- Provided quality customer service in person and by phone
- Assisted pharmacist with paperwork, answering phones, faxing, and filing

Student Assistant, Winona State University, Registrar's Office, Winona, MN

2002-2005

- Completed extensive filing of graduation applications
- Copied files and mailed graduation information to students

ACTIVITIES

Colleges Against Cancer Member, American Heart Association Volunteer

Sample resumes available for download on Career Services Website: www.winona.edu/career/resumes

Call 507-457-5878 and setup an appointment with a career advisor to have your resume critiqued

Winona State University, Career Services, 314 Maxwell Hall, Winona, MN 55987