

# CHRISTI DANCE

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## EDUCATION

### **Bachelor of Science in Business Management**

Northwest Missouri State University, Maryville, MO

May 2014

GPA: 3.89/4.0

- Spirit of Europe Summer 2013 Study Abroad (Germany, Belgium, Netherlands, France)
- 80% of education paid for by academic/athletic scholarships and working 20+ hours a week

## EXPERIENCE

### **University Wellness Center (NWMSU)**

Maryville, MO

#### **Administrative Assistant**

February 2012-Present

- Promoted from Student Assistant to Student Manager after 1 year
- Research and analyze medical information for medical director, physicians, and nurses
- Resolve conflicts with upset parents, sick patients, and co-workers while maintaining a positive attitude and displaying a calm demeanor
- Schedule patient appointments and medical director meetings using Point and Click Software and Microsoft Outlook
- Contribute ideas for business improvements (filing/organization, efficiency)
- Resolve inquiries about insurance, appointments, or immunizations
- Work with diverse cultures while displaying a compassionate attitude maintaining confidentiality
- Communicate professionally with other campus departments through the phone, e-mails, and letters
- Manage time and prioritize work to meet deadlines

### **Health Administration Intern**

May 2013-August 2013

- Ensured 1,200 incoming freshmen and 1,000 students living in Residence halls were compliant with state medical guidelines
- Updated frequently used forms and releases to make them more user friendly using Microsoft Office (Word, Excel, Access, Visio, Publisher)
- Examined international student records and found resources to translate necessary information
- Maintained confidentiality and followed HIPPA guidelines at all times

### **Institutional Testing (NWMSU)**

Maryville, MO

#### **Supervisor/Proctor**

May 2012-Present

- Administer standardized testing such as the CBASE, Praxis, ACT, and SAT
- Instruct and supervise testers so administration meets all policies and guidelines
- Maintain confidentiality of student work

### **Kohl's Clothing Company**

Kansas City, KS

#### **Associate**

May 2011-August 2011

- Trained new employees to effectively sell product while minimizing loss
- Organized shoe department to increase sales
- Successfully negotiated and persuaded customers to increase sales

### **Maryville Aquatic Center**

Maryville, MO

#### **Lifeguard/Swim team Coach/Swim Instructor**

May 2010-July 2011

- Led swimmers to excel at meets by focusing on providing positive feedback
- Oversaw activity during public pool hours to ensure rules were adhered to
- Controlled emergency situations and performed First Aid and CPR when needed

## HONORS & ACTIVITIES

Dean's List/President's List

Delta Mu Delta National Business Honor Society

-Vice President

-Junior Achievement Coordinator

Alpha Kappa Psi Professional Business Fraternity

-Vice President

-Professionalism Chair

Cardinal Key Honor Society

-Public Relations Chair

American Marketing Association Member

-Scholarship Recipient

United Way of Nodaway County

-Board Member

Student Representative

-Breathe Easy Maryville Coalition

-Tobacco Free Missouri

Bearcat Leadership Training

Community Blood Center Regular Donor

National Society of Collegiate Scholars

Mortar Board Honor Society

Alpha Chi Honor Society

Bearcat Steppers Dance