Kimaya Patel

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EDUCATION

The University of North Carolina at Charlotte, Charlotte, North Carolina May 20XX
Bachelor of Science: Health Systems Management

RELEVANT EXPERIENCE

UnitedHealthcare, Charlotte, NC June 20XX – August 20XX
Intern

- *Bullet of key activities or responsibilities (each bullet starts with an action verb and show what you did, how/why, and results)*
- Completed in a summer internship program within the negotiation department for UnitedHealthcare
- Provided insight and support during Accountable Care Organization (ACO) meetings and during community outreach events
- Participated in the UnitedHealthcare Physician Advocate training program and identified techniques to improve and streamline key procedures
- Coordinated a medical forum in Charlotte, North Carolina for directors of medical offices to help facilitate ideas of innovation and strategy to improve UnitedHealthcare products

Health Systems Managament Association, UNC Charlotte **S**eptember 20XX – May 20XX
Secretary

- Maintained up to date meeting records for group meetings, twice a month
- Collaborated with peers to plan networking events for students to learn more about job oppertunites in the field
- Volunteered with tabling community outreach tables on campus to increase student invovlment with the organizaiton

WORK EXPERIENCE

Chick-Fil-A, Charlotte, NC July 20XX – Present
Shift Leader

- Trains new hires on prospective positions and ensured trained properly to meet and exceed company policy
- Assists in the interview process for new employees
- Leads shifts to ensure that operations run smoothly and maintains costumer are satisfaction
- Identifies the strengths and weaknesses of employees and places them in positions where they will be the most efficient

CAMPUS & COMMUNITY INVOLVMENT

Alpha Kappa Alpha Sororiry, Inc., UNC Charlotte April 20XX– May 20XX
Member of the Kappa Kappa Chapter

- Led the committee to create a Pink Goes Red event according to the national program guidelines
- Attended bi-weekly chapter meetings to advance the mission of the organization on and off campus
- Volunteered at numerous on and off campus service projects to meet the national target programs

Levine Children's Hospital, Charlotte, NC August 20XX – December 20XX
Office Assistant Volunteer

- Maintained the integrity of the office space through clerical work
- Performed office related tasks such as answering phone calls, paging staff, copying, and filing
- Assisted in children's patient care satisfaction through reading stories, playing games, and volunteering at movie time