

Robert L. Stevens

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EDUCATION

B. S. Degree, Health Administration Services

Pending: Dec. 20xx

Weber State University, Ogden, UT
GPA: 3.76/4.00

HEALTH ADMINISTRATIVE SERVICES INTERNSHIP

MCKAY-DEE HOSPITAL, Ogden, UT

October 20xx – Present

Collaborate with the marketing department to promote the hospital's services through various social media outlets such as the internet, radio, television, Facebook, and Twitter
Analyze patient survey reports and compile data to present to the Human Resources department
Assist the hospital supervisor in filing and organizing patients' documents

PROFESSIONAL EXPERIENCE

ASSISTANT MANAGER