

*Do not use complicated formats (bullets, tables). Limit spacing.*

Jerry Jaguar

McAllen, TX  
careerservices@southtexascollege.edu  
(956) 872-1963

## OBJECTIVE

Health management position utilizing my education and skills with a growing firm.

## QUALIFICATIONS SUMMARY

Several years experience and education in health management, leading to the development of communications, client relations, order processing, interpersonal, accounting, marketing, health policy, leadership, and management skills.

## SYSTEMS SKILLS

Microsoft Office, HTML/Web publishing, WordPerfect, PageMaker

## EDUCATION

Associate of Applied Science, South Texas College, McAllen, TX  
--Major: Health Sciences  
--Minor: Management

## RELEVANT COURSES

Human Anatomy & Physiology I  
Human Anatomy & Physiology II  
Health Policy  
Health Care Management

## HEALTH MANAGEMENT EXPERIENCE

-Assistant to the Director, Stacy G. Houndly Breast Center Foundation  
-Public Health Representative, Cambridge Area Public Health Administration

## MANAGEMENT EXPERIENCE

-Knowledge of all back office functions, including employee relations and routine accounting.  
-Dealt with client relations, order processing, and routine upkeep of the business.  
-Managed customer relations by coordinating efforts between customer needs and group personnel.  
-Presented market research results to client with suggestions for implementation of results.

## LEADERSHIP

-Participated in the Student Leadership Academy, a group dedicated to the development of leadership skills through various programming activities.  
-Served as Treasurer for the Student Government Association.