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SUMMARY RESUME

EMPLOYMENT HISTORY:

GARDIN CONSULTING GROUP, LLC. Oak Park, MI 2000 – Present. (part-time)

SKILL SETS PROVIDED OR AVAILABLE TO GCG:

- Database and spreadsheet development
- Grant Proposals, Business and Strategic Plans, data research and analysis
- Assistance with development of survey instruments
- Technical support for provider and payer satisfaction surveys
- Preparation of executive power point presentations

CURRENT & RECENT ENGAGEMENTS:

MARKETING SUPERVISOR; January 2006 – Present. Heritage Affinity Services.
Cedarhurst, NY

GENERAL MANAGER; January 2005 – January 2006. Heritage Affinity Services.
Cedarhurst, NY

PRIOR EMPLOYMENT:

GENERAL MANAGER; February 2003 – August 2004. Kids Kicking Cancer. Detroit,
MI

PODIATRIC ASSISTANT; August 2000 – September 2002. Ryan Foot & Ankle Clinic.
Centerline, MI

EDUCATION:

MJI Institute, Oak Park, MI. BA Computer Information Systems (August 2006) GPA:
3.9 With highest honors Summa Cum Laude.

Studies Abroad (8/99 – 6/00, 9/02 – 2/03)

Honors/Awards:

Michigan Competitive Scholarship
Continuously on Dean's List at college while a full time student

More

Additional Skill Sets:

- . Microsoft Office .
- . Limited networking .
- . Limited print and web design
- . General Computer troubleshooting
- . Basic computer programming

Act!
QuickBooks
Quicken
ICVerify