

CARMEN O. BUCKEYE

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EDUCATION

The Ohio State University

June 2008

Bachelor of Science in Allied Health Professions

Major in Health Sciences, Minor in Public Health

RELEVANT COURSEWORK

- Strong foundation in the biological and physical sciences including chemistry, biology, anatomy and physiology
 - Core coursework in human disease, epidemiology, research, medical ethics, program assessment, and medical terminology
 - Concentration in Health Management including courses in finance, management, legal issues, long-term care, quality management, reimbursement, and managed care
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HEALTHCARE EXPERIENCE

The Ohio State University Medical Center, Department of Ornothonology

September 2006-Present

Student Administrative Assistant

- Provide administrative support to physicians and other medical staff in the department
- Coordinate communication with patients through telephone and email to ensure appointment attendance
- Developed process to monitor patient satisfaction with services and maintain database to track responses
- Maintain confidentiality of patient's medical records and information

Navicor Group

Summer 2007

Intern, Department of Marketing

- Develop process for organizing direct mail marketing pieces for use in future brainstorming activities
- Shadowed the Director of Marketing, Senior Copywriter, and Photographer on routine departmental tasks
- Presented with members of the marketing team to an international pharmaceutical company on an ongoing project
- Evaluated department procedures for handling feedback on projects and provided suggestions for improvement

Wyandot Memorial Hospital, Department of Radiology

June 2004-June 2007

Staff Assistant

- Independently provided administrative support to physicians and staff in the department during night and weekends
 - Communicated with staff on the Emergency Room team to coordinate availability of radiologists and technicians
 - Maintained confidentiality while handling patient records which filing, faxing, and providing necessary office functions
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VOLUNTEER EXPERIENCE

Central Ohio Habitat for Humanity

September 2006-June 2007

Franklin County Big Brothers Big Sisters

November 2005-June 2007

Upper Sandusky Kiwanis Club

June 2004-September 2005

ADDITIONAL EXPERIENCE

Erica's Fine Dining

September 2006-Present

Server

- Maintained excellent customer service to restaurant patrons and provided a superior fine dining experience
- Supervised and trained new employees on duties such as serving, bartending, kitchen support, and opening/closing duties
- Handled cash and credit card transactions for customers

HONORS AND ACTIVITIES

Health Management Club, President

September 2007-Present

The Ohio State University Dean's List

Autumn 2006-Present

OSU Triathlon Club, Member

January 2005-Present