

## OBJECTIVE

My goal is a job that will lead to a career in the healthcare industry where leadership, communications, and implementing tactical programming are particularly valuable

## EDUCATION

Assumption College, Worcester, MA May 2005  
Bachelor of Arts in Business, Major in Organizational Communication, Minor in Music

## EXPERIENCE

- Healthcare Executives** Killingworth, CT  
*Account Executive/Project Manager* April 2007 to Present
- Managing a team of co-workers that coordinate interactive presentations, live programming, and print pieces for pharmaceutical companies
  - Maintaining timelines, deadlines, client requests, and multiple accounts on a daily basis
  - Orchestrating and participating in meetings, video shoots, conventions, and training seminars nationwide
  - Promoted to Account Executive a year after employment
- The Center for Medical Knowledge Inc.** Chester, CT  
*Marketing Associate/Database Management* August 2006 to April 2007
- Implemented and fine-tuned customer service and recruiting policies for the company
  - Assisted in the establishment of a database for programs within each department
  - Developed and improved program materials, processes and procedures adding to the quality and success of each initiative
- Pharmedica Communications LLC** Killingworth, CT  
*Program Manager* January 2006 to August 2006
- Facilitated the scheduling and tracking of payments for each drug related program
  - Responsible for establishing and maintaining frequent communications between representatives and venues
  - Demonstrated the ability to meet deadlines while managing multiple tasks

## ACTIVITIES & INTERESTS

Orchestrated and performed in a variety of benefit concert venues in order to raise money for local charities in Connecticut and Massachusetts. Also participating in various charity work through company programs (American Heart Association, Parkinson's Disease Foundation, etc.) Recorded an album with the producer, Dan Mclouglin: recorded Rob Thomas (Matchbox 20), Weezer, Mighty Mighty Bosstones. Currently playing music independently and with bands.

## SKILLS

- Proficient in Microsoft Word, Outlook, Excel, PowerPoint, Adobe Acrobat, Groupwise (email), Microsoft Live meeting, WebEx, and Internet research
- Trained in customer service and project management skills with on-the job training
- Excellent written and oral communication skills

## REFERENCES

Available and furnished upon request.