

PAIGE SIECKERT

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EDUCATION:

University of Minnesota Duluth

Bachelor of Business Administration, August 2013

Majors: **Healthcare Management** and **Human Resource Management**

Overall GPA: 3.40/4.0, Graduated with Distinction in Management and with Cum Laude Honors

Member of Upsilon Phi Delta Healthcare Management Honor Society

Desired Wage: \$18.00 hourly

LEADERSHIP EXPERIENCE:

Intern, Joseph J. Sivak, MD, PLLC, Duluth, MN January 2013-May 2013

- Scan inactive patient charts and independent medical evaluations
- Confirm patient appointments and verify health insurance 24 hours in advance
- Prepare patient charts for upcoming appointments and for site visits to Colonial Homes

Tutoring, UMD Tutoring Center, Duluth, MN January 2012-May 2012

- Awarded advanced level tutoring certificate for completing over fifty hours of tutoring
- Tutored students in subjects of Managerial and Financial Accounting, Business Statistics, and Finite Math

Office Assistant, UMD Office of Financial Aid and Registration, Duluth, MN April 2011-May 2013

- Enter and distribute scholarship checks and loans in student record database
- Process student files with imaging software and link to student record in the UMD database
- Process and image tax forms and financial aid forms

Guest Services Team Member, Target, Baxter, MN and Duluth, MN August 2007-May 2011

- Advised guests of store policies and ensured guest satisfaction
- Processed returns and credit card payments as well as recall items
- Served as cashier and photo lab team member regularly

Constitution Chairmen 2011-2013, Phi Sigma Sigma

- Develop and amend local constitution to be submitted to National Headquarters for review
- Manage a committee to make recommended changes to the national constitution
- Educate chapter and Executive Board on constitution and policies
- Enforce standards and policies, with the Judicial Board, set forth by our local and national constitutions

Chapter Excellence Chairman 2011-2012, Phi Sigma Sigma

- Elected to newly formed position and developed a job description for the position during term in office
- Maintained records of members individual grades, activities, and service hours on National website
- Served as liaison to National Headquarters and served on the local Executive Board

- Tracked documents of other Executive Board members for timely submission following the Master Calendar
- Educated the chapter on its operations and requirements, as well as purpose for requirements
- Trained Executive Council Committee Heads in submitting documents and filling out event verification forms
- Created and presented an educational program on chapter history, fraternity education, new activities, and new Supreme Council members of National Phi Sigma Sigma

Parent Chair 2010-2011, Phi Sigma Sigma

- Informed parents of chapter activities through monthly newsletters and updates
- Planned an annual Parent's Banquet for members, parents, alumnae, and advisors to attend
- Organized regular parent appreciation activities

Service Chair 2009-2010, Phi Sigma Sigma

- Planned and implemented service events for the chapter on campus and in the community
- Organized service opportunities for individuals to do on their own time outside of the planned service events

LEADERSHIP TRAINING:

Leadership Seminars in conflict resolution, teamwork, and privacy and security of information

Officer Training for 4 Phi Sigma Sigma positions, managing groups and meeting deadlines 2009-2012

Guest Service Team Lead Target Brainerd, MN 2008-2009, supervised 10-15 employees per shift answering employee questions and helping guests.

Team Trainer Target Brainerd, MN 2008-2010, trained 8-10 employees in cashiering, guest services, and photo lab

Leadership Certificates for completing 14 courses in health care quality, leadership and patient safety from the Institute for Healthcare Improvement Open School; **Mental Health First Aid Certification** January 2013

ACTIVITIES:

Member of Phi Sigma Sigma, Student Healthcare Management Association, **Society for Human Resource Management** and Women's Resource and Action Center 2010-2013

Volunteer for Polar Bear Plunge, Champ's Day of Service, Walk to End Alzheimer's, and Dance Marathon 2010-2013

Volunteer Foster for Animal Allies June 2011; fostered two small breed dogs and two kittens