

## **HEALTH EDUCATOR**

16088 Healthy Street  
New Freedom, PA 17349  
(717) 555-5555  
HLED@psu.edu

### **EDUCATION**

PENNSYLVANIA STATE UNIVERSITY, Harrisburg, PA

M.Ed, Health Education, Expected May 2006

GPA: 3.75/4.0

MASTER'S PAPER: A Study of the Health of Penn State Students

PENNSYLVANIA STATE UNIVERSITY, York, PA

Bachelor of Arts; Liberal Arts

GPA: 3.5/4.0

### **EXPERIENCE**

AMERICAN RED CROSS, York, PA

PROGRAM MANAGER OF COMMUNITY EDUCATION, 2005-present

- Assures exemplary customer service to all internal and external customers (staff, volunteers, donors, and community)
- Develops and implements an annual marketing plan to promote and sell Health and Safety education and training programs, products, and services to the community.
- Develops, implements, and manages the Chapter's disaster education program.
  - Accurate reports are provided and submitted on time
  - Community Education Presenters group was developed, maintained and managed
  - United Way outcomes are developed and tracked through monthly and annual reports
- Establishes and maintains relationships and contacts within the community sector.
  - Outreach to diverse cultural groups are pursued
  - Churches, community groups, and others are provided with opportunities to donate comfort kits and participate in fund raisers.
  - Community needs are identified and programs and services are provided
- Coordinates special events, fundraising, and marketing efforts to enhance educational programs and revenue opportunities
- Manages the Competency Evaluation Program (Nurse Testing)
  - Ensures CEP is administered in adherence to regulations
  - Work performance of nursing staff are monitored and evaluated according to policy
  - Quarterly testing schedule is developed and required to meet standards; nurses are scheduled to meet testing requirements

**PENN STATE UNIVERSITY – YORK CAMPUS, York, PA  
RESEARCH ASSISTANT, 2004**

- Served temporarily contacting parents for scheduling purposes
- Interviewed students and parents of participating head starts, gathering and filing critical information required for the REDI-Start grant dealing with 4 year-old head start students within York County
- Responsible for keeping testing appointments and traveling from various areas of York County
- Kept precise records of interviews and testing results

**ACTIVITIES**

- Served on the Faculty and Staff board for Adult Student Orientation Night. Fielded questions regarding time management, pressures of entering college later in life, and other related questions dealing with the life of an adult student.
- Served as an Adult Student Mentor
- Assisted in organizing the Women’s Round Table Luncheon, Penn State York 2001-2002
- Organized and led the Annual Art Exhibit at Penn State York, 2000 – 2002
- Alpha Sigma Lambda Honor Society for Adult Students, 2001
- Adult Student Tutor: Genetics

**U.S. ARMY**

**TELECOMMUNICATIONS SPECIALIST, 1995-2000**

**MEMBERSHIPS**

Hispanic Coalition	York County, PA
Multi-Cultural Coalition	York County, PA
Emergency Food and Shelter Advisory Committee	York County, PA
VOAD: Disaster Response and Relief Services	York County, PA

**REFERENCES AVAILABLE ON REQUEST**