

# Ima Weir Dguy

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**OBJECTIVE** Health Care Management Position

**EDUCATION**

<b>Armstrong Atlantic State University</b> B.S. in Health Science, Health Administration Track	Savannah, GA December 2004
<b>Jacksonville State University</b> General Studies	Jacksonville, AL 1997-1999

**RELEVANT COURSES** Health Care Finance, Managed Care, Leadership, Health Care Policy, Ethical Issues in Health Care, Legal Issues in Health Care, Applied Research

**SKILLS** Windows                      Microsoft Power Point  
Microsoft Excel                  Microsoft Word

**WORK HISTORY**

<b>Summit Healthplex</b> <i>Health Care Management Internship</i> <ul style="list-style-type: none"><li>• Participate in meetings related to topics, such as budgeting and staffing</li><li>• Assist in move from old facility to a new facility</li><li>• Organize and help re-build the clinic after the move</li><li>• Assist in running an office efficiently</li><li>• Gain a better knowledge of how to communicate with both employees and insurance companies</li></ul>	Richmond Hill, GA Fall 2004
<b>Dr. Kevin Sheahan</b> <i>Nanny to three-month old</i> <ul style="list-style-type: none"><li>• Performed housekeeping duties</li><li>• Cared for infant child to include bottle preparation and feeding</li></ul>	Pooler, GA 2003
<b>St. Joseph's Hospital Pain Clinic</b> <i>Receptionist</i> <ul style="list-style-type: none"><li>• Scheduled patients</li><li>• Filed medical records</li><li>• Evaluated patients</li><li>• Performed insurance pre-certification</li></ul>	Savannah, GA 2001 - 2003
<b>Palmetto Baptist Pre-School</b> <i>Teacher's Aide</i> <ul style="list-style-type: none"><li>• Assisted in classroom</li><li>• Created bulletin boards</li><li>• Prepared activities</li></ul>	Palmetto, GA 2000
<b>Eckerd Drug Store</b> <i>Pharmacy Cashier</i> <ul style="list-style-type: none"><li>• Stocked shelves</li><li>• Operated cash register</li><li>• Took refill orders</li></ul>	Union City, GA 1997 - 1999