**Susie Q Student**

[susiest@eagles.usi.edu](mailto:susiest@eagles.usi.edu) 812-573-9756

5248 Foray Drive Evansville, Indiana 47711

**EDUCATION**

University of Southern Indiana Evansville, IN Dec 2020

Bachelor of Science Health Services Administration, concentration

GPA 4.0

Ivy Tech Community College Evansville, IN

Associates of Applied Science Surgical Technology May 2019

Associates of General Studies Health, concentration May 2018

GPA3.4

**EMPLOYMENT**

Promotional Specialist

Monarch Beverage Evansville, Indiana January 2019 to Present

* Engage customers by presenting and explaining products, methods, or services
* Persuade customers to purchase products or utilize services through tastings
* Conduct online surveys over information and customer reaction to products
* Upload my own expense reports for products purchased during events

Assistant Office Administrator

Kenny Kent Toyota Evansville, Indiana May 2014 to November 2019

* Participated in customer service by answering phone calls and assisting with customer issues
* Gained knowledge in evaluating various warranty claims on customer vehicles
* Worked in a team environment to complete daily tasks in a timely manner

**HONORS**

Phi Theta Kappa 08/2015 – 08/2019

Who’s Who Among Students in American Universities and Colleges 08/2016 – 08/2019

Student Leadership Academy 09/2017 – 01/2018

Dean’s List at USI 09/2020 – Present

**CERTIFICATIONS**

Basic Life Support American Heart Association Feb 2020

Coping with COVID-19 University of Southern Indiana May 2020

Telehealth 1.0 Module University of Southern Indiana May 2020

Fundamentals of Supervision University of Southern Indiana May 2020

Advance Care Planning University of Southern Indiana June 2020

Individual Excellence University of Southern Indiana June 2020