

Jamie White

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Education:

West Virginia University, Morgantown, WV

Bachelor of Arts in Communication Studies (Graduation Date- May 2010)

Business Administration Minor

Internships:

WVU Foundation, Morgantown, WV

University Fund and Donor Relations Intern

February 2010- May 2010

- Organize and contribute ideas for the 2010 Campus Campaign for West Virginia University
- Coordinate logistics to kickoff breakfast for more than 80 staff and WVU faculty
- Design Campus Campaign brochure to recruit donors
- Complete and distribute materials to Development Officers to each School/College at West Virginia University
- Raise awareness and participation for Campus Campaign to reach a goal of \$1 million dollars

Paoli Hospital: Main Line Health, Paoli, PA

Marketing, Communications and Public Relations Intern

December 2009-March 2010

- Researched and entered information for Celiac Disease to be displayed on the Paoli Hospital: Main Line Health Website
- Gathered more than 40 restaurants and bars in the Paoli area to attend an informational event for the awareness of Celiac Disease
- Initiate campaign for area restaurants to cater to dietary needs

Relative Experience:

Women's Healthcare Group of PA, Strafford, PA

Receptionist

August 2005-present

- Entrusted to handle confidential information for over 60 patients daily
- Build and maintain relationships with frequent patients both in person and on the telephone
- Handle all patient referrals and precertifications with extensive knowledge on health insurance
- Train 10 new and incoming employees on office protocol, software, office/patient communication
- Responsible for completion of paperwork and all sign-in procedures before patient is seen
- Resolve patients' questions and concerns on a daily basis
- Advise and communicate with over 150 patients daily on the telephone

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook

Activities: WVU Women's Lacrosse

Coached and educated lacrosse techniques at Pro Performance for 20 female athletes