**Theresa Sellers**

tksellers@comcast.net

Campus/local address (until December, 2012) Permanent address

4977 Crimson Hawks 525 Boggs School Road

Indiana, PA, 15701 Moon Township, PA, 15108

(412) 491-9634 (412) 491-9634

**Education**

Indiana University of Pennsylvania (IUP)

Bachelor of Science in Nutrition – Dietetics Track expected December 2012

G.P.A. 3.0

**Work Experience**

**Medical Records**

Heritage Valley Health System Sewickley, PA (Seasonal) June, 2008 – Current

* Performed seasonal work during school breaks for a Gastroenterologist and Pulmonologist
* Responsible for checking patients in for their appointment
* Filed lab reports away in charts
* Confirmed patient appointments
* Answered phones and assisted patients
* Participated in an office move in August 2012
* Assisted patients in filling out proper paperwork

**Coursework Experience OR Volunteer Experience**

* Volunteer for IUP’s Community Nutrition Food Drive Spring 2012

**Skills**

* Proficient with Microsoft Word/ Excel
* Excellent people/ communication Skills
* Natural leadership abilities
* Proficient in SPSS Computer Program

**Honors Indiana, PA**

Dean’s list 2 out of 8 semesters

**Activities Indiana, PA**

* Sigma Sigma Sigma National Sorority
	+ Alumnae Fall 2012
	+ Secretary Spring 2012
	+ Public Relations Fall 2009
* Member of Phi Eta Sigma National Fraternity for Honors Fall 2009-present

**References Available Upon Request**