

Michael Venton

Masters of Healthcare Administration Intern looking for Mid-level administration position

North Las Vegas, NV 89081

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Authorized to work in the US for any employer

Work Experience

Site Coordinator

Communities In Schools - Las Vegas, NV

January 2016 to Present

- Responsible for case management documentation and data entry of students, families and school officials
- Work with school staff, parents/families, community agencies and students to ensure coordination of basic needs, resources and services for Snyder Elementary community
- Organize and facilitate small groups that focus on behavior, self-esteem, and academic enrichment
- Responsible for distributing supplies, clothing and nutritional items to students and families in the community
- Manage and coordinate volunteers for various projects

Capstone Intern

University Medical Center of Southern Nevada - Las Vegas, NV

January 2018 to May 2018

- Prepare and present business plan for Outpatient Imaging Services for University Medical Center
- Research competition to appropriately forecast the attainable market share and need of Las Vegas
- Working with the director of managed care to propose contract negotiations with various insurance payers for both inpatient and outpatient service

MHA Intern

Sunrise Medical Hospital - Las Vegas, NV

May 2017 to December 2017

- Compiled a concise and specific fall prevention toolkit for Sunrise Medical Hospital
- Researched preexisting scholarly literature and procedures of hospitals and other healthcare facilities fall prevention as well as interview staff and patients to assess their knowledge of the current protocol
- Presented findings to train hospital staff on new toolkit which led to a 30 % decrease in falls for the Second Quarter.

Transitional Care Coach

Southern Christian Services - Gulfport, MS

November 2014 to September 2015

Graduate Teaching Assistant

University of South Alabama - Mobile, AL

August 2013 to July 2014

Assistant Archivist

Doy Leale McCall Rare Book and Manuscript Library - Mobile, AL
August 2012 to July 2014

TeachUp! Intern

Americorps - Oxford, MS
August 2011 to July 2012

University, MS Orientation Lab Assistant

University of Mississippi
June 2011 to June 2012

Education

Master of Health Care Administration in Health Care Administration

University of Nevada - Las Vegas, NV
May 2018

Master of Arts in History

University of South Alabama - Mobile, AL
May 2015

Bachelor of Arts in History

University of Mississippi
May 2011

Skills

EXCEL, HTML, MICROSOFT OFFICE, MS OFFICE, PHOTOSHOP

Additional Information

SKILLS

Microsoft Office, Open Office, Survey Monkey, SPSS, Basic HTML, Archivist Toolkit, Photoshop, Excel