

# Jeremy Carter

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## Education

**Bachelor of Science in Community Health, *Emphasis: Health Services Administration, Minor: Business Management***

*Utah Valley University | Orem, UT*

**April 2021**

**Relevant Coursework:** Business Management, Community Health, Human Resource Management, Environmental Health, Psychology, Marketing, Business Presentations, Financial Management, Macroeconomics, Health Care Law, Human Diseases, Modifying Health Behavior, Psychology, Epidemiology

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## Experience

### **Medical Care Coordinator**

**May 2020 – Present**

*Community Health Connect | Provo, UT*

- Coordinate doctor's appointments, interpreters, and surgeries for 11 different medical professions
- Maintain relationships with donating providers and recruit providers in various professions
- Maintain accurate and thorough records of patients' medical history, appointments, and care
- Establish trusting relationships with patients and their families to help them become more engaged in their health
- Interpret appointments and translate between English and Spanish for patients and medical providers

### **Executive Vice President of Student Relations**

**April 2019 – May 2020**

*Utah Valley University | Orem, UT*

- Created and strengthen partnerships with other campus organizations while spreading brand awareness
- Increased membership registrations with over 200 students and added \$4,500 to the budget
- Facilitated team growth and coach individuals to help them achieve their full potential
- Assisted with philanthropic causes that helped raise more than \$5,000 for first generation students

### **Vice President of Finance - UVU Marketing Association**

**April 2019 – May 2020**

*Utah Valley University | Orem, UT*

- Oversaw a budget to \$30,000 and decide how to best use the money to accomplish our goals
- Analyzed marketing strategies to best engage students to help raise awareness of upcoming events
- Organized panels of local business owners and CEOs for the students
- Interviewed candidates to join our team for national marketing competitions

### **Director of Public Relations**

**January 2018 – May 2019**

*Utah Valley Institute of Religion | Orem, UT*

- Developed marketing strategies to publicize events, which resulted in gaining over 2,000 followers on Facebook in one semester and increased event attendance by 400
- Increased student enrollment numbers by 500 in one semester
- Created, produced, and directed a music video that reached more than 120,000 people on social media platforms

### **Action Learning Manager - Office of Student Involvement**

**August 2017 – January 2020**

*Utah Valley University | Orem, UT*

- Collaboratively worked with other Zone Managers to plan, create, and host daily events
- Mentored individual students one-on-one and in groups to create an atmosphere where they can contribute to the activity
- Created a sense of comradery and helped others see our vision and achieve their own personal goals

### **Consumer Care Account Manager**

**September 2016 – July 2019**

*Upwell Health | Orem, UT*

- Top performing sales representative for the year of 2017
- Generated \$122,650 of revenue in three months
- Surpassed daily goals on a consistent basis which lead to gaining a position on the top performing team
- #1 employee status for training

### **Full-Time Volunteer / Supervisor**

**July 2014 – July 2016**

*The Church of Jesus Christ of Latter-day Saints | San Jose, Costa Rica*

- Analyzed team statistics to determine best training and teaching methods
- Organized, planned, and hosted a large community event for more than 300 people
- Provided service and instruction to over 30 families weekly and built a house for one of them

## Skills

Fluent in Spanish, strategic thinking and planning, team and goal oriented, proficient in Microsoft Office and Google Suite, natural leader and motivator, adaptable, communication and interpersonal skills, networkable, dependable, event planning