

BUSINESS ADMINISTRATION

April Coley

OBJECTIVE

Leverage professional experience and education in a meaningful, impactful way. Detail-oriented and proactive business administration professional with over 5 years' experience in a healthcare setting. Adept at collaborating with cross-functional teams, ensuring compliance with healthcare regulations, and implementation of policies and procedures.

EXPERIENCE

MANAGER, RESIDENCY ADMINISTRATION (GME)

Atrium Health Navicent | 2019-Current

Oversite of operational and administrative functions of residency and fellowship programs including coordination, compliance and accreditation, resident support, data management and reporting, financial management, and staff education & training. Responsible for oversight of Continued Medical Education accreditation and activities.

SECRETARY, QUALITY

Atrium Health Navicent | 2017-2019

Assist with clerical functions of the quality department pertaining to patient safety, infection prevention, and analytics including quality improvement, compliance & accreditation, data analysis, and patient safety initiatives.

SALES ASSOCIATE

First Uniform | 2016-2017

Provide customer service and sales support through customer interactions, sales transactions, merchandising, product knowledge, inventory management, and problem solving.



CONTACT

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EDUCATION

STRAYER UNIVERSITY

Bachelor of Business Administration

FLORIDA INSTITUTE OF TECHNOLOGY

Associate of Applied Psychology

SKILLS

Leadership



Communication



Innovation/ Adaptability



Emotional Intelligence



OTHER

Phi Theta Kappa Honor Society Member

Certified Life Coach- IAP

Ordained Minister- Universal Life Church