

# Krystle E. Edge

Snellville, Ga. 30039

## Objective:

Seeking a position in health operations and management, coordinating and organizing the financing and delivery of quality care within a health facility.

## Experience:

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| 11/2010<br>to present | <p><b>Reuse Supervisor/Data Entry/Office Assistant</b><br/>Touch the Future (501c3 non-profit): Tucker, GA.</p> <ul style="list-style-type: none"> <li>• Operating and managing the logistics of warehouse for DME and AT devices as well as repair</li> <li>• Managed warehouse street sale projects for selling electronics, homecare, and AT devices raised over \$7,000.00 in profit</li> <li>• Use Microsoft Word to construct procedures for sanitation and testing of DME and AT devices and provide inventory</li> <li>• Inputs information into database developed by the State of Georgia (customer information, direct service requests, equipment loans, and performance evaluations) which requires being conscientious about attending to detail and provided assistance with the process of implementing new data entry format</li> <li>• Create Excel spreadsheets for STAR NETWORK financials, price list, volunteer hours, and End of Life recycling tonnage</li> <li>• Speak with clients about our healthcare products and product placement</li> <li>• Trained and managed six volunteers in DME and AT devices for the testing and sanitation process</li> </ul> |
| 5/2010<br>to 11/2010  | <p><b>Administrative Assistant</b><br/>Intern/Dawsonville Family Chiropractic:<br/>Dawsonville, GA.</p> <ul style="list-style-type: none"> <li>• Booked and scheduled appointments for 60-80 patients</li> <li>• Coordinated and verified health insurance and benefits</li> <li>• Used Chiropro software</li> <li>• Maintained front desk and organization</li> </ul>   |
| 1/2010<br>to 3/2010   | <p><b>Floor Manager</b><br/>Open Kitchen: Falls Church, VA.</p> <ul style="list-style-type: none"> <li>• Management training/internship</li> <li>• Performed exceptional customer care on about 45 to 100 customers</li> <li>• Cash handling/accountability of \$2000 per day</li> <li>• Trained seven employees</li> <li>• Improved team building skills and sales</li> <li>• Use Microsoft Excel for money accountability &amp; sales</li> </ul>   |
| 9/2006<br>to 4/2009   | <p><b>Sales Associate/Cashier</b><br/>Express Clothing: Virginia Beach, VA.</p> <ul style="list-style-type: none"> <li>• Met sales goal of \$200-\$250 on my shift</li> <li>• Met daily goal of six credit card applications</li> <li>• Delivered exceptional customer care</li> <li>• Cash handling/accountability about \$500 per day</li> <li>• Trained several individuals for cash/credit card handling/opening accounts</li> <li>• Managing warehouse for back stocking and cleaning</li> <li>• Key team member for leadership</li> </ul>  |

**Education:**

1/2011 to present	<b>Bachelor's in Science for Health Administration</b> Devry University: Decatur, GA. Expected graduation date: July 2013
3/2009	<b>Associates in Science for Health Administration</b> Colorado Technical University: Colorado Springs, CO. Graduated
5/2003	<b>Shiloh High School of Snellville, GA.</b> Graduated May of 2003

**References:**

- Joanne Willis  
Executive Director  
Touch the Future  
770-241-5349
- Bob Rust  
Manager of ReBoot Sales & Marketing  
Touch the Future  
404-375-7700
- Dr. Joe Williams  
Chiropractor  
Dawsonville Family Chiropractic  
706-265-6300