

## [Federal Resume — Includes Courses]

### HYRE MI

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Seeking a full-time internship position with the Centers for Disease Control and Prevention.

#### EDUCATION & CERTIFICATIONS

MASTER OF PUBLIC ADMINISTRATION, Andrew Young School of Policy Studies,  
**Georgia State University**, Atlanta, GA, May 2017

- 4.0/4.0 GPA
- Completed six FEMA certifications related to Disaster Preparedness and Communications

BACHELOR OF SCIENCE IN NURSING, **Emory University**, Atlanta, GA, May 2012

- 4.0 GPA – *Summa Cum Laude*
- “Outstanding Scholar” of graduating class

BACHELOR OF ARTS IN SOCIOLOGY, **University of Georgia**, Athens, GA, December 2008

#### RELEVANT COURSEWORK

##### **Statistical Methods for Health Sciences**

- Developed competency in the appropriate use of data summarization and presentation of basic statistical methods. Used SPSS and MS Excel to manipulate data and to perform basic analysis.

##### **US Health Care System**

- Established advanced knowledge of the US health care system, current organization of the health care system, ability of the system to meet population needs, policy environment that influences access to care, and trends that could impact the system in the future.

##### **Evidence-based Management of Public Health Programs**

- Techniques and procedures for monitoring achievement of a program’s objectives, generating evidence of program effectiveness, and assessing impacts in public health settings. Focus on evaluation framework that leads to evidence-based decision-making in public health.

##### **Health, Risk, and Crisis Communication in Public Health**

- Sharpened written communication skills that can be used in technical reports, crisis communication plans, or to provide objective summaries to groups or individuals.

##### **Public Health Disaster Preparedness and Emergency Response**

- Complemented primary care skills with responder training, which included securing advanced certifications from FEMA in Incident Command System (ICS) and National Incident Management System (NIMS). Developed community disaster plans for emergency management personnel.

##### **Epidemiology in Public Health**

- Developed skills to critically read and evaluate public health work using epidemiological principles.

##### **Environmental Health Concepts in Public Health**

- Survey of major topics of environmental health. Pending competencies include: Understanding existing regulatory frameworks for controlling environmental and occupational agents, identifying major economic and social implications of policy options related to environmental health environment, and examining current legal framework, policies, and practices associated with environmental health and how they improve public health.

#### HEALTH CARE / RESEARCH EXPERIENCE

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) – Atlanta, Georgia      April 2013 – Present  
National Center on Birth Defects and Developmental Disabilities  
**Student Research Assistant/Field Worker**

Supervisor: Ann Clark, (404) 413-0945                      Salary: \$18,000                      Hours Worked: 20 hours

- Drafted standard operating procedures for research study
- Served as a member of the planning group that developed research study design and execution
- Used technical skills in various software programs to improve team project management
- Train field workers on specimen collection
- Use strong interpersonal and cultural sensitivity skills to establish rapport and recruit program participants
- Present research findings to individuals and will serve on technical writing team to publish findings
- Obtained CDC security clearance including laboratory access

CHILDREN'S MEDICAL GROUP, P.C. – Atlanta, Georgia                      December 2011 – Present

**Assistant Head Nurse**

Supervisor: Jim Varrachio, (678) 598-3358                      Salary: \$48,000                      Hours Worked: 40 hours

- Train and supervise up to 18 registered nurses in a large pediatric practice.
- Monitor patient vaccination schedules, provide patient/parent education, facilitate sub-specialist care, and act as liaison between patients, physicians, and specialists.
- Serve on evaluating committee responsible for evaluating Electronic Health Records needs and vendor products and providing purchasing and operational recommendations in advance of practice EHR rollout.
- Create and maintain strong relationships with patients, practitioners, specialists, and vendors to ensure operational excellence.
- Collected and evaluated office productivity data and provided CMG physicians with recommendations that streamlined clinical processes to decrease patient wait time, improve patient outcomes and increase patient and employee satisfaction.

ATLANTA METRO MEDICAL CENTER – Marietta, Georgia                      June 2010-Oct 2011

**Registered Nurse**

Supervisor: Gail Hackel (576) 685-2965                      Salary: \$42,000                      Hours Worked: 40 hours

- Provided direct patient care on a medical/surgical pediatric unit.
- Responsibilities included patient assessments and monitoring, daily care, charting, education, medication management, admissions, discharges and patient satisfaction.
- Established patient care goals, monitored and analyzed quantitative and qualitative data, provided recommendations to physicians, and provided patient education to improve health outcomes.
- Introduced asthma patient teaching program that streamlined the education process, better utilized employee and material resources, and increased patient satisfaction while decreasing patient return rate.

COLLEGE OF NURSING, Emory University– Atlanta, Georgia                      Summer 2009

**Graduate Teaching Assistant**

Supervisor: Dick Parsons, (404) 968-5873                      Salary: \$15,000                      Hours Worked: 20 hours

- Researched evidence-based practice in the pediatric primary care setting to ensure teaching materials were consistent with the latest industry standards.
- Reviewed course materials, organized and updated online course site, solicited student and faculty feedback via interviews and questionnaires, and communicated regularly.
- Created and distributed recruitment materials for adjunct faculty.

**MANAGEMENT AND OPERATIONS EXPERIENCE**

THE HOME DEPOT– Southeast Region                      Oct 1998-Jan 2008

**Director of Merchandise & Operations**

- Provided leadership and direction for 9 district managers, 3 merchandise and operations managers, and 94 stores in 9 states generating approximately \$700 million in annual sales.
- Developed regional sales and expense budgets, sales initiatives, service programs, and succession plans, monitored progress towards goals and made operational adjustments necessary to meet or exceed goals.
- Developed and promoted regional, district and store staff members.
- Created and implemented corporate events program that generated \$4.5 million in sales for the region and an 8 point increase in customer satisfaction.

- Led regional committee related to customer service initiatives and served on various national committees related to sales driving, merchandise floor plans, marketing plans, operations rollouts, diversity awareness, and management recruitment & retention.

#### **District Manager**

- Provided leadership and direction for 15 stores in 3 states generating approximately \$100 million in annual sales.
- Responsibilities included personnel hiring and development, guest relations, profit and loss control, store operations, local media and community relations, and loss prevention.
- Successfully developed and promoted store staff into store, district and regional management positions.
- Coached and mentored new District Managers as part of the regional DM training program.

#### **Operations Support Manager / Sales Manager**

- Provided operations support to district management and store teams in a 50+ store region.
- Responsibilities included managing store openings/closings, store systems, supply procurement, vendor relations, contract negotiation, and store support.
- Developed and implemented new store signage and display program within established time and expense parameters which created a seven point improvement in the “competitive prices” service metric.
- Implemented new accounting policy and procedure that achieved greater fiscal accountability at store level decreasing store losses by an average of 5%.

#### **Store Director**

- Provided leadership and direction for single store operations with 40 to 130 employees and generating \$6.5 to \$11 million in annual sales.
- Responsibilities included personnel hiring and development, guest relations, profit and loss control, and execution of company standards.
- Recruited and interviewed management candidates and supervised training stores involving extensive coaching of management trainees.
- Regional facilitator for company diversity awareness and training programs.

#### **Various Store Management Positions**

- Provided leadership and direction for single store operations with 30 to 110 employees and generating \$6 to \$9 million in annual sales.
- Responsibilities included personnel hiring and development, guest relations, profit and loss control, and execution of company standards.
- Developed and presented training program for in-season Front End procedures (cash control, loss prevention, customer service).
- Participated in company diversity focus group.

### **PROFESSIONAL LICENSES / ACHIEVEMENTS**

- Georgia RN license – RN12345
- Inducted into Sigma Theta Tau International Honor Society of Nursing, 2006
- Six Sigma Yellow Belt certification, 2008
- FEMA Certifications:
  - IS-00700.a - National Incident Management System (NIMS) and Introduction – FEMA
  - IS-00100.b – Introduction to Incident Command System (ICS) – FEMA
  - IS-00200.b – ICS for Single Resources and Initial Action Incident – FEMA
  - IS-00011.a – Animals in Disasters: Community Planning – FEMA

### **TECHNICAL SKILLS**

- Proficient in Microsoft Office – Word, Excel, PowerPoint, Access (data input)
- Beginning proficiency in SPSS
- Internet research tools – Explorer, Firefox, Google, PubMed
- Google Groups, Google Docs