

DEANNA SPENCER
3045 W. 32nd St.
Los Angeles, CA 90007
(213) 748-1111

EDUCATION:

University of Southern California, Los Angeles, California
Master of Health Administration, Expected Date of Graduation May 1999

University of California, Riverside
B.S. Business Administration, June 1995

SPECIAL SKILLS:

- Computer literate, with specific knowledge of all Microsoft Office products.
- Fluent in Spanish, verbal and written.

EXPERIENCE:

Coordinator of Occupational Medicine Programs - American Emergency Physicians Medical Group, Inc., West Covina, CA - July 1997 to Present

- Created hospital based occupational health clinic.
- Designed and implemented all systems, policies and procedures for clinic.
- Collaborated with clinical support service departments to determine service levels.
- Negotiated service pricing contracts with employers and hospital.
- Worked closely with the architect and contractor to design and build/remodel the facility.

Administrative Intern - Circle City Medical Center, Corona, CA - Sept. 1995 to June 1996

- Collected and analyzed data of physician utilization patterns in radiology, physical therapy, cardiology, laboratory, and intensive care unit departments.
- Prepared utilization charts and reports for the case management director.

Staff Assistant – Business Government Policy Department, United States Chamber of Commerce, Washington, DC - Jan. 1994-July 1995

- Developed international health care comparison project for Chamber's members.
- Responsibilities included: attending congressional hearings for Chamber members, researching project areas and developing reports regarding current health care issues.

HONORS & ACTIVITIES:

Recipient - Dean's Merit Scholar
Vice President - Southern California of Student Health Council
American College of Healthcare Executives - Student Associate