



AVA DAVIS

Health Coordinator

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PROFESSIONAL SUMMARY

Healthcare professional with 5 years of experience as a Health Coordinator, specializing in program management and patient engagement. Skilled in collaborating with multidisciplinary teams to enhance service delivery and ensure compliance with health regulations.

WORK EXPERIENCE

Jr. Health Coordinator

Jan / 2022-Ongoing

Seaside Innovations

Santa Monica, CA

1. Ensured comprehensive training for customer service representatives, enhancing their understanding of plan benefits.
2. Developed innovative strategies to aid members in navigating their health plans effectively.
3. Reviewed and analyzed CPT and ICD9 billing codes to ensure accurate provider credentialing.
4. Improved provider satisfaction and retention rates through the delivery of high-quality services.
5. Maintained compliance with bylaws and regulations by effectively managing provider files.
6. Conducted background checks to ensure quality service delivery.
7. Participated in Coordinators and Managers meetings to implement state regulations effectively.
8. Facilitated Health Service Advisory Committee meetings to enhance program effectiveness.

Health Coordinator

Jan / 2020-Jan / 2022

Lakeside Apparel Co

Chicago, IL

1. Managed and documented health records for over 100 campers, ensuring the confidentiality of sensitive information.
2. Delivered health and nutrition education to children, parents, and staff, improving community health literacy.
3. Coordinated health screenings and follow-ups, effectively communicating results to families and educators.
4. Oversaw the planning and implementation of health programs for preschoolers, ensuring adherence to regulations.

EDUCATION

Bachelor of Science in Health Management

Jan / 2018 - Jan / 2020

University of Minnesota

Phoenix, AZ

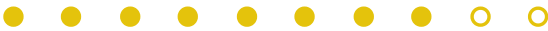
Focused on health program planning, policy development, and community health promotion.

SKILLS

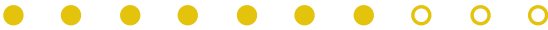
Data Management and Analysis



Patient Care Coordination



Health Program Management



Data Analysis Skills



Health Education Delivery



INTERESTS

Gaming

Fashion

Film

Technology

STRENGTHS

Fairness

Flexibility

Forward-thinking

Gratitude

LANGUAGES



English

Japanese

Dutch

ACHIEVEMENTS

Successfully coordinated health programs impacting over 1,000 community members, enhancing access to essential services.

Implemented a new patient feedback system, improving satisfaction ratings by 30% within one year.