

RYAN REGAN
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OBJECTIVE	Obtain Entry Level Management Position		
	<i>University of North Carolina at Pembroke (UNCP) Pembroke, NC</i>		<i>2008 (Expected)</i>
EDUCATION	<ul style="list-style-type: none"> ■ B.S. in Business Administration with a concentration in Management, minor in Political Science 		
	<i>Lumberton Senior High School Lumberton, NC</i>		
	<i>2004</i>		
QUALIFICATIONS	Skilled in all aspects of management through my experience in the health care field. Proficient in necessary computer software programs used in the business management setting. Experienced in international business through my volunteer work at the Office of Multicultural and Minority Affairs at UNCP.		
WORK EXPERIENCE	<i>Lumberton Children's Clinic (LCC) Lumberton, NC</i>		<i>2004-Present</i>
	Medical Records Assistant (2004-2005)		
	<ul style="list-style-type: none"> ■ Worked in the Medical Records Department, organizing and maintaining individual patient files. ■ Facilitated patient concerns via telephone, so that their needs could be better addressed by the appropriate Doctor or nurse. ■ Scheduled and rescheduled patient appointments. 		
	Receptionist/Insurance Office Assistant (2005-Present)		
	<ul style="list-style-type: none"> ■ Handled the duties of checking patients in and out of the clinic. ■ Scheduled and rescheduled patient appointments as needed. ■ Collected co-pays and handled monetary payments for patient visits. ■ Filed insurance claims to the patient's respective health insurance company, electronically through MISYS computer software. 		
	<i>Garrett Park Elem. School Summer Camp</i>	<i>Garrett Park, MD</i>	<i>Summer 2003</i>
	Summer Camp Counselor (2003)		
	<ul style="list-style-type: none"> ■ Worked as a camp counselor for children ages 6-13. ■ Supervised and coordinated various camp activities for the children. ■ Received CPR certification. 		
VOLUNTEER WORK	<i>Summer School Asst. for Garrett Park Elem. School</i>	<i>Garrett Park, MD</i>	<i>Summer 2002</i>
	<ul style="list-style-type: none"> ■ Aided teachers in supervising their classes. ■ Worked with 2nd grade level children. 		
	<i>Asst. for UNCP's Office of Multicultural and Minority Affairs</i>	<i>Pembroke, NC</i>	<i>2005</i>
	<ul style="list-style-type: none"> ■ Assisted Mr. Robert Canida II in his daily duties as the Director of the Office of Multicultural and Minority Affairs. ■ Received valuable exposure to numerous international students. ■ Gained a better understanding for other cultures, and people of various ethnic backgrounds. 		

**HONORS and
ACHIEVEMENTS**

ATHLETIC

- 3 year letter winner in high school varsity baseball
 - 2 time co-captain
 - 2nd-team all-conference recognition in Two Rivers Athletics Conference (TRAC)
- 1 time co-captain JV basketball

ACADEMIC

- Nominee and participant in the nationally acclaimed 2007 Pioneer Student Leadership Academy (PSLA), sponsored by the Pioneers in Education (PiE) organization.
 - Received over 100 hours of leadership training under the direction of leaders in the business, communications, technology, political, military, and social sciences career fields.
 - Recipient of the Mazda Scholarship towards the UNCP Business School, presented by the Mazda Foundation.
 - Full academic scholarship.
 - Highest paying academic scholarship provided by the university.
 - Had to maintain at least a 3.0 GPA throughout college in order to retain the scholarship for all 4 years.
 - Chancellor's List recognition at UNCP.
 - Honor's List recognition at UNCP.
 - Recognized as a 2004 "North Carolina Academic Scholar" for high school academic achievement.
 - Recognized in the 2003-2004 edition of Who's Who Among American High School Students for academic achievement.
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