

# Miguel Ángel “Mike” Gutiérrez

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## OBJECTIVE

Entry-level career position in **health care administration**

## EDUCATION

B.S. in **Behavioral Science and Health**

May 2008

Minor in **Business**

University of Utah

Salt Lake City, Utah

- Compiled data pages on homicide and suicide published in July 2007 *Utah's Health: An Annual Review*, a peer-reviewed journal and statistical update
- Additional course work in general and organic chemistry, human physiology, cell biology

## RELATED COURSE WORK

Business Law

Accounting Fundamentals

Health Economics

Health Services Administration

Environmental Health

Marketing Vision

Community Health Issues

Politics and Budgets

Epidemiology

Management of Nonprofit Organizations

Bioethics

## RELEVANT EXPERIENCE

### ARUP Laboratories

Mar. 2005-present

*Lead Trainer, Trainer, Processing Technician*

Salt Lake City, Utah

- Coordinate daily operations of 4-person specimen processing training group
- Conduct all hiring interviews, performance evaluations, scheduling varied shifts
- Ensure all procedures done according to section protocol and on deadline
- Proficient in use of centrifuges, balance, pipettes, electrophoresis equipment
- Prepared blood specimens for laboratory testing – triage, data entry, delivery

### The Buckle

Aug. 2004-Feb. 2005

*Management Intern*

Sandy, Utah

- Managed up to 10 employees per shift, helped set daily and weekly sales goals
- Rapidly acquired product knowledge of clothing lines, retail demographics

### Kearns High School, Granite School District

Oct. 2003-Feb. 2004

*Volunteer Assistant Wrestling Coach*

Kearns, Utah

- Coached 5 boys in lowest weight classes, organized and ran daily practices

## SKILLS

- Medical, health care business terminology, HIPAA
- Working knowledge of conversational Spanish, multiculturally competent from diverse high school, workplace, and community experiences
- Microsoft Access, Excel, PowerPoint, Word, ARUPtechware