

Nataschia Simone, MBA
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July 20th, 2019

To Whom It May Concern:

I am writing to express my interest in an AIT position to complete my residency requirement for the Long-Term Care Administration Certificate, as I have been accepted into the Fall 2019 competitive program at Quinnipiac University. My strong work ethic gained through my experiences with internships and working with a team as well as individual work, has prepared me to make a valuable contribution to this position while gaining knowledge and expertise to become a Licensed Nursing Home Administrator.

As a graduate of Western New England University, I completed a Bachelor of Science in Business Administration with a major in Marketing Communication/Advertising and SAP Certification. I graduated a year early due to my motivation to begin my MBA studies. In 2018, I completed my MBA with a concentration in Healthcare Management from UConn. Over the past year I worked at Yale New Haven Hospital as an MBA Intern and Credentialing Specialist. During this time, I gained a myriad of knowledge in healthcare administration. With an insight into geriatrics, I found my niche and passion to move forward with obtaining my Nursing Home Administration license. I am ready to take the next step of completing my AIT. I also currently hold the title of Program Director for Food Allergy Anaphylaxis Connection Team (FAACT), the leading nonprofit organization for food allergy awareness. I have had severe food allergies since I was a child and I am now able to give back to my community while developing camps and programs for those who live with life threatening food allergies. I also speak at their national conference and continue to build relationships with new vendors and families. I have developed strong communication skills while interacting with various businesses and individuals in planned and unplanned circumstances. I am also involved in the Miss American Scholarship Organization and have served as a local titleholder that involves public speaking, sponsorship building, vocal performing, fundraising and volunteering in local communities.

Through my work and volunteer opportunities, I have developed strong oral and written communication skills, through interpersonal and team building experiences. My passion is to combine my experiences and bring them into a nursing home setting. I would love to create the safest food preparation environment and continue to build programs; maybe even host a talent show or a pageant and crown a Mr. and Ms.?! Activities like these are what keep happiness and joy in the air. My ability to maintain a 3.7 GPA, work and participate in numerous initiatives, demonstrates my organizational and multi-tasking abilities. I would appreciate the opportunity to obtain my AIT from your institution to extend my passion and further my knowledge in the long term healthcare industry. Thank you for your time and consideration.

Sincerely,

Nataschia Simone

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Summary

MBA/Healthcare Management graduate with effective communication/marketing/management experience and SAP Certification. Creative and Internet-savvy individual with a passion for the healthcare industry and applying qualifications in a challenging AIT position while pursuing a long-term healthcare nursing home administrator certification.

Education

University of Connecticut - School of Business - Waterbury, CT

Accredited by the Association to Advance Collegiate Schools of Business

Masters of Business Administration Program

Concentration: Healthcare Management - Cumulative GPA: 3.7

Association of University Programs in Health Administration

- The Healthcare Management Society / LNHA - Expected December 2019

Western New England University - College of Business - Springfield, MA

Accredited by the Association to Advance Collegiate Schools of Business

Bachelor of Science in Business Administration

Major: Marketing Communications/Advertising - Cumulative GPA: 3.7

University Alliance Certificate in SAP - Information Technology

- Magna Cum Laude
- Dean's List & President's List Student - Success Grant Award Scholarship Recipient
- Beta Gamma Sigma - International Honor Society for Business Students
- Alpha Mu Alpha - National Marketing Honor Society
- Omicron Delta Kappa - National Leadership Honor Society
- Alpha Lambda Delta - National Honor Society
- Entrepreneurial Spirit Invention Award - 2014
- American Marketing Association and Entrepreneurship Club, 2013 - 2015

International/National Experience

EMLYON Business School - Lyon, France - Winter 2018

UConn - Emerging Markets - Sao Paulo, Brazil - Fall 2107

John Cabot University - Rome, Italy - Summer 2014

New York University - New York, NY - June 2011 - July 2011

New York Film Academy - Los Angeles, CA - July 2010 - August 2010

Work Experience

YNHHS - Yale New Haven Hospital - Medical Staff Administration - New Haven, CT

Credentialing Specialist - April 2019 - June 2019

- Credentialing reappointments for the Medical Staff
 - Use of high level critical thinking, organizational, customer service and time management skills while interacting with physicians at all levels
 - Processes applications within timeframes necessary to support clinical services and concurrently ensure compliance with strict regulatory requirements consistent with JC, DPH and NCQA requirements as well as Yale New Haven Medical Staff Bylaws and Departmental Policies and Procedures
 - Data entry with a high level of accuracy and extreme levels of detail in MSOW database
 - Working in teams and independent with minimal direct supervision under high pressure towards strict deadlines while concurrently tracking applications in multiple stages of completion

MBA Intern - June 2018 - March 2019

- Credentialed reappointments for the Medical Staff
- Disseminated/presented key communications to Medical Staff
- Event planned for the Medical Staff
- Administrative lead for various committees:
 - Medical Staff Engagement Committee
 - Medical Staff Portal Editorial Board
 - Time Banking System Steering Committee
 - Physician Well-being Roundtable
 - Finance Committee
 - Flu Committee

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- Project managed and worked with physician leaders to create and expand wellness initiatives:
 - Created a Time Banking System to combat Physician burnout
 - Built the YNHHS Wellness Program/Website
 - Researched Source of Truth for Medical Staff data
- Created the Medical Staff Portal to increase communications and build a stronger YNHHS community
 - Development stage: content, design, stakeholder meetings
- Researched and analyzed the Referral Management Process

FAACT (Food Allergy Anaphylaxis Connection Team)- Westchester, Ohio

Program Director - March 2019 - present

- Manages and tracks annual Food Allergy events and programs
- Organizes and facilitates at the annual conference
- Contacts new potential sponsors for events and at the national level
- Creates new materials to expand the online presence outreach
- Continues to serve as national brand ambassador and spokesperson

Brand Ambassador & Spokesperson - July 2014 - March 2019

- Representative and speaker at nation-wide medical conferences
- Facilitated annual conference
- Assisted at annual Food Allergy Camps and programs
- Healthcare Blogger/Camp Counselor

Fat Kat Digital Marketing - Shelton, CT

Social Media Marketing Coordinator - July 2016 - January 2017

- Creates social media Ads based off of statistical data to post to promote client's product
- Manages progress of product sales through price marketing tactics
- Adjusts various methods/formatting to gain growth in sales

Viacom, CMT - New York, NY

Integrated Marketing Intern - Spring 2015

- Managed production scheduling and sponsorship flighting; Pitch tracking
- Created brand decks with original content for custom brand integration
- Digitized clips to recap sponsorship integration
- Participated in team brainstorm sessions/RFPs for clients such as American Airlines, Pepsi Co., Tostitos, etc.
- Tracked social media postings by clients
- Created innovative projects with the end consumer and target market in mind

Dunkin' Donuts - Ansonia, CT

Business Assistant - 2010 - present

- Learning various business and operational functions of successfully managing a national franchise

Vector Marketing - Amity, CT

Sales Representative - Summer 2013

- Sold Cutco Cutlery gaining personal selling skills through individual presentations, demonstrations, personal referrals and cold calls

Recognition

- Miss America Scholarship Organization - 2013 - present
 - Awarded Miss Mountain Laurel 2019, Miss Constitution 2018, Miss New Haven County 2017, Miss Greater Watertown 2015, and Miss Mountain Laurel 2014

Activities/Interests

- Public Relations Student Society of America - 2013 - present
- Community Action Rewards Everyone Association - 2012 - 2015
- The Elks Club - Volunteer - March 2012 - May 2014
- Residence Hall Association - Co-President - Western New England University - 2013 - 2014
- Vocal Performance (ongoing)

Skills

Software: MSOW, SAP, Outlook, QuickBooks, and Radiant Systems

Social Media: Twitter, Facebook, Instagram, Pinterest, and Snapchat

Computer: Microsoft Office (Word, PowerPoint, Publisher, Excel) and Google Docs/Blogger