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# Abigail Gardner

Reno, NV

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## Profile:

Detail-oriented aspiring healthcare professional and dedicated athlete with experience in healthcare administration and team-based environments. Known for reliability, strong organization, and staying calm and effective in fast-paced, people-focused settings.

### Skills

- Administrative & Front Desk Operations
- Organization & Records Management
- Customer Service & Client Communication
- Leadership & Team Collaboration
- Time Management & Multitasking
- Patient & Community Support

### Languages

Spanish - Intermediate

### Volunteer Work

Vegas Volley, Faith Lutheran, Mountain View Hospital, Horses4Heroes, 3 Square, Operation Christmas Child

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## Experience

### Mountain View Hospital / Intern

JULY 2021 - PRESENT, Las Vegas Nevada

- Observed and supported employee conflict resolution processes.
- Managed front desk operations for both the Operating Room and Employee Health/HR, ensuring efficient daily workflows.
- Organized and maintained Employee Health files for over 2,000 employees, improving accessibility and record accuracy.
- Assisted in providing patient care in post-partum and women's health departments, contributing to a positive patient experience.

### As They Grow Consignment / Customer Service & Stock Management

OCT 2021 - JULY 2025, Las Vegas Nevada

- Provided high-quality customer service to ensure a positive shopping experience.
- Assisted with pricing, tagging, and organizing merchandise to support accurate inventory records.
- Supported media outreach and promotional campaigns, arranged displays, and assisted with store events to increase engagement and sales.

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## Education

### University of Nevada, Reno / Public Health Major & Business Administration Minor

AUG 2025 - MAY 2029, Reno, NV

Extracurriculars: Honors College, Sigma Kappa Sorority

### Faith Lutheran High School

AUG 2021 - MAY 2025, Las Vegas, NV

Honors & APs: AP Spanish, AP US History, AP Government, AP Environmental Science, AP English, Honors Institute 2021-2024, Crusader Athletics Award

Extracurriculars: Yearbook Editor-in-Chief, Volleyball 2016-2025

