**Addi Gilreath**

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# EDUCATION

**University of Georgia** Athens, GA

*Master of Healthcare Administration* May 2026

*Bachelor of Science in Health Promotion; Health Policy and Management minor* May 2024

Dean’s List / GPA: 3.69

# RELATED EXPERIENCE

**St. Mary’s Healthcare System** Athens, GA

*Business Operations & Physician Recruitment Intern* May 2024 – July 2024

* Gained experience in EHR with the transition from InQuicker to MyCharts ending with successful implementation across St. Mary's Medical Group.
* Addressed compliance with legal standards during UHC out-of-network negotiations within St. Mary’s.
* Analyzed Trinity Health Flash Reports and contributed to improving communication strategies by updating provider web pages.
* Conducted evaluations of physician recruitment strategies and presented insights to senior leadership for strategic planning.

**St. Mary’s Healthcare System** Athens, GA

*Marketing Intern* June 2023 – October 2023

* Planned marketing campaigns involving creating engaging informational content such as health-promoting articles, website uploads, and social media posts.
* Ensured all content is accurate, concise, and aligned with the organization’s fundamental principles.
* Created and published 11 well-researched and compelling blog articles on healthcare-related topics.
* Collaborated with physicians and medical staff to highlight their expertise and promote their services.
* Showcased physician specialties and facilitate effective communication between the hospital marketing staff and medical professionals.

# OTHER EXPERIENCE

**Division of Biological Sciences UGA**Athens, GA

*Graduate Laboratory Assistant* August 2024 – Present

* Instruct two introductory biology laboratory sections while ensuring compliance with laboratory safety standards and University policies.
* Lead laboratory sessions, guiding students through experiments and assisting in the understanding of biological concepts.
* Evaluate and grade student laboratory reports, providing constructive feedback to foster student learning.
* Manage laboratory materials and equipment to support efficient lab operations.

**European Wax Center**Athens, GA

*Guest Sales Associate* April 2023 – August 2024

* Demonstrated sales performance by selling over $50,000 in company wax packages.
* Managed the reservation book by coordinating guest requests with the availability of wax specialists.
* Educated guests on the comprehensive organization product portfolio, while exhibiting strong interpersonal skills in all guest interactions.

# CAMPUS & COMMUNITY INVOLVEMENT

**American College of Healthcare Executives (ACHE) UGA Student Chapter** Athens, GA

*Member* February 2023 - Present

* Actively participate in annual club meetings and contribute to club discussions on current healthcare system events.

**Butterfly Dream Farms** Watkinsville, GA

*Volunteer* January 2023 – May 2023

* Assisted in therapeutic and hippotherapy horse-riding lessons for children with disabilities.
* Executed barn responsibilities; horse/stall maintenance, feeding, etc.

**TECHNICAL SKILLS/CERTIFICATIONS**

* Proficient in EndNote 20, Canva, Excel, Zenoti, Trello, Animoto, iMovie.
* CPR and First Aid Certified