**Justin Tift**

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<https://www.linkedin.com/in/justin-tift>

**Education:**

Clayton State University

 Bachelors of Science May 2020

 GPA: 3.5

 Major: Healthcare Management

 Relevant Coursework: Ethical issues in Healthcare, Healthcare Policy, Marketing in Healthcare, Supply Chain, Legal issues in Healthcare, Healthcare Finance, Epidemiology, Medical Terminology, Total Quality Management, Accounting, Healthcare Policy, Ethical Issues in Healthcare.

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**Work Experience:**

Small Business Association (SBA) 01/2021 – Present

Loan Specialist (Remote)

 Duties: Work as a contractor with the SOP 50 30 9 - Disaster Assistance Program. Review loans by making sure documents are submitted correctly for the pandemic relief funds for small businesses. Work with confidential information and time sensitive documents. Check tax returns, IRS transcripts, and other documents to verify the identity of the applicant and business to assure qualification for funds. Approve and decline pandemic relief funds verifying documents. Determine eligibility through credit card information, calculating cash flow of business to determine if the company can make the loan back. Use Microsoft teams, Office 365, and MS team training to contact team members and supervisors.

 Nordstrom 11/2020 – 11/2021

Atlanta, GA

Sales Associate

Duties: Demonstrated customer service skills while assisting customers with any questions they have on products and looked up products in the inventory system for customers. Set and achieved sales goals for the store within my department. Helped assist fellow employees when needed in other departments and helped on the cash register when busy. Made sure the salesroom was clean and inventory was stocked and updated. Helped train new employees.

Place of Hope Clinic 02/2019 – 09/2020

 Lake City, GA

 Internship

Duties: Scheduled patients, check-in patients, helped fill out the new patient forms, and uploaded patient medical records in the system. Followed HIPAA regulations while assisting patients. Helped out with Clinic planning and marketing events. Managed the free clinic serving uninsured and under-insured marginalized populations. Worked in a fast-paced environment having to think and react fast while working with the patients. Help run the Place of Hope social media account on Facebook to promote the clinic during the pandemic.

 Georgia Dept. of Child Support Services 01/2020 – 04/2020

 Morrow, GA

 Internship

Duties: Processed registration applications. Performed clerical duties such as data entry, filing, and organizing files, helped assist with preparing forms, and filled out reports for our clients. Helped assist other employees and interns when needed.

 \*\* 2013 – 2015 Gap - Can be explained due to medical injury.

 United Parcel Service (UPS) 06/2008 – 01/2013 Charlotte, NC

 Warehouse worker

Duties: Sorted and group packages according to their intended destinations and load them into appropriate delivery vehicles. Scan boxes with RF Scanner. Worked in a physical and fast-paced environment. Attended UPS in-house OSHA training safety programs. Handled products with the utmost care and keep them secure at all times.

**ACHIEVEMENTS & AFFILIATIONS:**

 Dean’s List 2018, 2019, 2020.

 Ruth Land Scholarship recipient 09/2018.

 Basic Life Support (CPR and AED) Certification.

**VOLUNTEER WORK:**

 Sting Inc. Smyrna, GA 01/2016 – 05/2016

 Hours per week: 15

 Youth Mentor Volunteer

Duties: Assessed critical issues through actively listening. Mentored youth on fundamental skills to be successful, maintained confidentiality with mentee personal information.

 **CERTIFICATION:**

American Heart Association

 AHA Basic Life Support (BLS)

 ID: 195507651722

 December 2019 – December 2021

 Google Data Analyst Certificate, November 2021

 Google Python Certificate, December 2021

 Google Project Management Certificate, December 2021

**SKILLS:**

Google Docs, Microsoft Office (Word, PowerPoint, Excel), Excellent written and communication skills. Team-oriented with the ability to work effectively with a team. Work well under pressure and multitask in a fast pace environment. Able to manage sensitive patient/client information. Good organizational skills. Willing to learn new concepts or strategies. Able to have a quality conversation with patient/client to understand people from different backgrounds and cultures. Ability to adapt to different environments.

**REFERENCE:** Available upon request