

Brett Heimburger

Plantation, FL | 954-661-7875 | Email: brett.heimburger@gmail.com |

EDUCATION

Florida Atlantic University , <i>Bachelor of Health services – Healthcare Administration</i>	Aug 2022 - Dec 2024
Broward College , <i>Associate in Arts – Business Specialist Technical Certificate</i>	Aug 2018 – May 2020
Mcfatter Technical College , <i>Computer networking</i>	Jul 2017 – Dec 2017

OBJECTIVE

Motivated and dedicated Bachelor of Science in Health Care Administration candidate, graduating in December 2024, with hands-on experience from an internship at Gift of Life Marrow Registry. Eager to utilize skills in project management, data analysis, and community outreach to enhance operational efficiency and patient relations. Passionate about contributing to meaningful healthcare outcomes by leveraging knowledge in healthcare policies, medical ethics, and program development in a changing healthcare role.

EXPERIENCE

Gift of Life Marrow Registry *Boca Raton, FL* – Intern Outreach Specialist
August 2024 – December 2024

- Conducted outreach to student clubs, organizations, and community groups via email and presentations to promote awareness of the registry, recruit campus ambassadors, and coordinate potential donor drives.
- Created and maintained detailed spreadsheets tracking upcoming events, campus activities, and potential locations for donor drives to optimize outreach.
- Organized and facilitated donor recruitment events and tabling sessions both on and off campus, educating potential donors about stem cell and bone marrow donation processes.
- Collaborated with a recruitment specialist to develop strategies for expanding donor participation and engagement at targeted events.

The UPS Store *Plantation, FL* – Store associate
June 2020 - Current

- Assisted customers with product selection and service inquiries, presenting and upselling a variety of shipping, printing, and office supply solutions.
- Managed communications and administrative tasks, including responding to phone calls, handling customer emails, and coordinating service requests to ensure smooth operations and excellent customer service.
- Provided certified Notary Public services, ensuring accuracy and professionalism while following legal and regulatory requirements.
- Ensured compliance with UPS policies and industry standards, maintaining a secure and efficient workplace environment.