

# ALLISON LAFORTE

E-MAIL LAFORTE79@AOL.COM

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## EDUCATION

- Saint Louis University** St. Louis, MO
- Master of Health Administration, anticipated graduation January 2005
  - Bachelor of Science in Health Information Management with a certificate in Business Administration, May 2002
- University of Illinois**, Fall 1997-Spring 1999 Urbana-Champaign, IL

## WORK EXPERIENCE

- 1998-2004 **Professional Consultants & Management** Swansea, IL  
*Accounting Analyst/Office Manager*
- Entered daily transactions
  - Processed payroll
  - Processed bills
  - Analyzed companies' positions
  - Trained new employees
- Summer 2002 **St. Luke's Hospital** Cedar Rapids, IA  
*Administrative Intern*
- Assessed and made recommendations for service recovery
  - Worked on competitive landscape
  - Developed description for Board of Directors

## AFFILIATIONS

- American Health Information Management Association
- American College of Healthcare Executives - Secretary

## COMMUNITY SERVICE

- Prepared dental kits for a women & children's shelter through Mercy Health Center
- Spring cleaned at the Ronald McDonald House
- Separated and folded clothes for the women and children at Karen's House
- Volunteered as a Partner in Education for the teachers at Belle Valley School North
- Volunteered at the Taste of St. Louis sponsored by the Lupus Foundation
- Volunteered at the Work Day for New City Fellowship Church

## COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Lotus WordPro, Lotus 1-2-3, QuickBooks, Propay