

John K. Sauer
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EDUCATION

Saint Louis University St. Louis, MO
Master of Health Administration, anticipated May 2005

Truman State University Kirksville, MO
Bachelor of Science, Health Science (Health Administration), May 2003

- *Summa Cum Laude*

WORK EXPERIENCE

September 2004 – Present **Cejka Search (Physician Search)** St. Louis, MO
Physician Recruiter / Intern

- Assist physician recruiters in making contacts with physicians
- Perform reference checks for potential physician candidates

May 2004 – August 2004 **Saint Margaret Mercy Healthcare Centers, Inc.** Hammond, IN
Administrative Intern

- Served as chair of hospital patient satisfaction committee
- Conducted systems inventory for HIPAA security
- Assisted in constructing business development plan for cancer center

October 2003 – May 2004 **St. John's Mercy Medical Center** St. Louis, MO
Health Information Service Associate

- Assisted in medical chart organization and preparation
- Scanned medical charts into an electronic file

August 1996 – August 2003 **Martin's True Value Hardware** Hannibal, MO
Sales Associate

- Maintained store property (painting, cleaning, construction)
- Stocked, ordered, and inventoried merchandise
- Formulated and set pricing strategies for store merchandise

ACTIVITIES

Blue Key International Honor and Service Fraternity

- As President and Community Service Chair, designed and implemented projects in order to provide services for the Kirksville community

American College of Healthcare Executives (Chapter Secretary)

- Responsible for weekly minutes, overall chapter organization, and coordination of community service projects