

Sara B. Lubben

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EDUCATION

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

University of Illinois at Urbana-Champaign, Champaign, IL
Bachelor of Science in Economics, May 2003

EMPLOYMENT

August 2004 – Present **St. Louis Pediatrics Association**, Chesterfield, MO
Administrative Intern

- Assessing workflow and assisting with development of policies and procedures.

May 2004 – August 2004 **SSM St. Joseph Hospital West, Administration**, Lake St. Louis, MO
Administrative Intern

- Conducted continuous market analyses and created graphs for administrative use.
- Prepared documentation for Missouri Quality Award site visit.
- Assisted in conducting an audit in the critical care department regarding patient charges.
- Completed numerous projects for members of the administrative council.

October 2003 – May 2004 **SSM Cardinal Glennon Children's Hospital, NICU**, St. Louis, MO
Unit Assistant

- Checked and restocked daily supplies for department.
- Operated computer systems needed for charges and ordering of supplies.
- Conducted procedures to ensure the department's readiness for each patient.

September 2003 – May 2004 **Saint Louis University School of Public Health**, St. Louis, MO
Research Assistant

- Assisted faculty on various research projects.
- Assisted a professor in the research and data analyses for a publication on healthcare quality.
- Created and implemented a bibliographic database for a professor's sources.

May 2002 – August 2002 **HD Smith Wholesale Drug Company**, Springfield, IL
Intern

- Performed tasks for and worked closely with the Chief Financial Advisor and accountants.
- Created numerous templates and spreadsheets containing financial information.
- Used AS 400 to locate information essential to the accountants and auditors.
- Organized and analyzed financial statements for the company.

HONORS & ACTIVITIES

Member, American College of Healthcare Executives (2003-Present)
Member, Phi Eta Sigma National Honor Society (2000-2003)
Member, Economics Club and Finance Club (2000-2003)
Member, Alpha Chi Omega sorority (1999-2003)