

# SARA PARKER BENCE

## EDUCATION

### HUNTSVILLE HIGH SCHOOL, HUNTSVILLE, ALABAMA (CLASS OF 2017)

Taking advantage of opportunities for advanced coursework, successfully completed all graduation requirements maintaining a weighted GPA of over 4.0.

### AUBURN UNIVERSITY, AUBURN, ALABAMA (2017-CURRENT)

Strongly committed to the pursuit of a degree in Nursing with particular interests in the post-graduate study of Health Law (Current GPA = 3.9)

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## HONORS

### College

- 2018 Huntsville Symphony Orchestra Debutante
- Auburn University Founders' Scholarship Recipient
- National Society of Collegiate Scholars
- Phi Eta Sigma Honor Society

### High School

- Huntsville High School Senior Scholar
- Huntsville High School Top 20% Designation for the 2017 Senior Class
- National Honor Society Member
- National Art Honor Society Member
- Huntsville High School Junior Class Favorite
- 2016 First United Methodist Church "Most Enthusiastic Youth Volunteer" Award
- 2015 Victorian Cotillion Member
- Huntsville High School Honor Roll and Gold Card Recipient

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## ACTIVITIES AND LEADERSHIP

### Auburn University

- Delta Zeta Beta Xi Chapter Member
  - Executive Board, 2018-2019
  - New Member Activities Chairman, 2018- 2019
  - Social and Formal Co-Chairman, 2018-2019
- Emerge Leadership Council Member 2017-2018
- Alpha Epsilon Delta Member 2017-2018

### Huntsville High School

- Silver Circle Sorority Member
  - Theater Tech and Performer
  - National Art Honor Society, Treasurer and Secretary
  - Chemistry Lab Assistant
  - Beautification and Green Team Member
  - Students Against Destructive Decisions, Vice President
  - Biology Club Member
  - Peer Helper
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- Chemistry Club Member
- Spanish Club Member
- Fellowship of Christian Athletes Member
- Key Club Member
- Interact Club Member

**Community**

- Leadership Huntsville, Youth Leadership Program, Class 20 Member
- United Way Youth Leadership Council Member

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**SERVICE**

- El Ayundante Mission, Leon Nicaragua, Team Member
- First United Methodist Church Explorer Sunday School Assistant Teacher
- First United Methodist Church Discovery Weekend Assistant Group Leader
- First United Methodist Church Vacation Bible School Group Leader and Recreation Assistant
- First United Methodist Church Discovery Weekend Speaker
- SOS (Service Over Self) Mission Trip Participant

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**WORK EXPERIENCE**

**University of Alabama Huntsville Medical Regional Campus**

Health Information Technology Clerical Assistant, 2016 - 2018

- Lab Order/Result Reconciliation – conduct review of electronic medical record to ensure all lab results successfully crossed the interface and were correctly filed in the record
- Record Analysis and Purging – conduct independent review of all paper medical records to determine if the record can be destroyed based upon record retention policies and regulations
- Process Patient Dismissal Letters – process and mail patient dismissal letters that are in compliance with risk management policies and procedures
- Assist in HIPPA training – assist the Health Information Technology Manager with HIPPA training for all new employees, medical students and residents.

**Charles F. Edgar and Associates**

Administrative Assistant, 2015 – 2016

- Property Examination Assistance – Entered into the related program all information received from the client and processed the information for the Examiner. Organized the Property Examiners completed reports for distribution to Clients.
- Investigations Assistance– Processed New Investigation Assignments. Organized all Investigation results for Distribution to Attorneys.
- Registered Agent Processing – Entered all related information regarding Registered Agents and processed the Invoices for Billing.