

# Jeffrey R. Weeks

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## OBJECTIVE:

Administrative position in the healthcare field.

## QUALIFICATIONS

- Member of Health and Hospital Administration Organization and Association of Graduate Business Students.
- Completed course of study for Health Services Administration, including an internship with the Marietta Eye Clinic.
- Served in a variety of administrative roles in the service, wholesale, and health industries.
- Experience includes employee supervision, operations management, and work overseas.

## EDUCATION

**Master of Business Administration**, Concentrating in Management Information Systems, Auburn University, Auburn, AL Graduate date Dec. 2008

**Bachelor of Science**, Health Services Administration, Auburn University, Auburn, AL 2004

## WORK EXPERIENCE

**General Manager**, The Pita Pit, Auburn, AL 2005-2007

- Managed day to day operations of the restaurant.
- Responsible for profitability, recruiting and development of staff.
- Developed and maintained operating procedures.
- Purchasing, advertising and customer service.

**Assistant to the Administrative Team**, Marietta Eye Clinic, Marietta, GA 2005

- Personnel recruitment.
- Assisted in planning for construction of an ambulatory surgery center.
- Created brochures for clinic promotion.
- Provided I.T. support.

**Key (dining-room manager)**, Outback Steakhouse, Opelika, AL 2003-2005

- Staff training and development.
- Supervised 30+ employees.

**Security Guard**, Pacific Islands Security Agency, Tamuning, Guam 2001-2002

**Assistant Manager**, Heartstrings Enterprises, Auburn, AL 1999-2001

- Inventory management.
- Staff development.