

TERRI KERR

2327 Hidden Valley Circle, Sandy, UT 84092 801-699-0086 terrikerrphoto@gmail.com

A highly motivated individual with vast experience in a variety of employment environments. Management and employee morale building in any work environment is a passion that has proven to be a profitable success in many companies. Technical research and development of long-term product and program sustainability.

SUMMARY OF EDUCATION AND WORK EXPERIENCE

- Management for Chief Executive Officer and Regional Human Resource Director.
- Database Research, Analysis and Management for Market, Budget, and Financial Operations.
- Payroll/Benefits Coordination.
- Joint Commission Hospital Accreditation.
- Fundraising and Event Planning.
- Curriculum Development to comply with Federal and State Health Standards for Public School.
- Endowment, Federal and State Grant writing.
- Professional Photography since 1995 and Graphic Design.
- Certified Counselor.
- Clinical Medical and Educational field work in Kenya, Mexico; Korea; Taiwan; and Honk Kong.

SUMMARY OF EMPLOYMENT

PREGNANCY RESOUCE CENTER Program Administrator for Sex Education in Public Schools Tamara Anderson/Jim Kerr Executive Directors, Supervisors	October 2009-Present Salt Lake City, UT
OPTIONS FOR WOMEN PREGNANCY CENTER Office Manager/Sex Education Administrator/Research and Development Judy MacMillan/Joanne Thomas, Directors, Supervisors	March 2000-July 2009 Audubon and Cherry Hill, NJ
LEGACY PHOTOGRAPHY Photography Product Producer/Assistant Photographer Laura Smulktis, Owner, Supervisor	October 2000-March 2002 Audubon, NJ
TERRI KERR HOME HEALTH AGENCY Owner-Administrator	October 1996-October 2000
ADMIRAL INSURANCE Administrator for Regional Vice President	Cherry Hill, NJ
MEDIPILEX REHAB Administration & Human Resource Administrator	Camden, NJ
ANDERSON MEDICAL/SPINOTECH OF NEW JERSEY Administrator	Marlton, NJ
SIGNA HEALTH PLANS OF SAN DIEGO Provider Relations Manager	San Diego, CA
SAN DIEGO CHRISTIAN COLLEGE Office Manager/Information Technology	El Cajon, CA
UNIVERSITY OF UTAH Data Entry-Analysis and Executive Secretary Departments of Epidemiology-Medical Center and Extension Program	Salt Lake City, UT
MEDSTAR HOME HEALTH AGENCY Human Resource Administrator for Private Home Health Division	Beverly Hills, CA
AMERICAN TELEPHONE AND TELEGRAPH (AT&T) Customer Billing Representative	Salt Lake City, UT
AMERICAN EXPRESS Administrative Assistant for Customer Service	Salt Lake City, UT

EDUCATION

B.S. Biology Major and Intercultural Studies with Clinical Medical Field Work San Diego Christian College and University of Utah	Salt Lake City, UT
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