



Alexandra Mahoney

Operations Coordinator

Position with Firm

2023–present **Operations Coordinator.** Supporting the efficient and effective operation of Michigan Saves through streamlining existing and new processes. To improve operations processes, some key activities include coordinating operational activities, facilitating cross-departmental communication and collaboration, and tracking metrics and key performance indicators.

Previous Professional Experience

2021–2023 **Safety and Quality Manager, Michigan Health & Hospital Association Keystone Center, Okemos, Michigan.** Worked as a project manager to find creative solutions to internal processes and spread quality improvement programs and education throughout hospitals in Michigan.

2019–2021 **Education Partner Representative, Davenport University, Lansing, Michigan.** Acted as a liaison between Davenport University and Lansing Community College and assisted students from all backgrounds in their admissions and enrollment process.

Education Bachelor of Business Administration in Management from Davenport University

Certifications

- Project Management from Davenport University's Institute of Professional Excellence
- Microsoft Excel Specialist from Microsoft