



www.mattarch.com

info@mattarch.com

(cell) 412-983-9433

Objective:

To continue my career as a health care professional combining over 7+ years experience in the field

Professional Experience:

Transitions Coach

June 2014-December 2014

Great Lakes Behavioral Research Institute, Pittsburgh, PA

- Collaborated with physicians and inpatient clinical staff to identify appropriate patients for care transitions
- Completed accurate assessments of patient through direct observation and interviews to carry out needed interventions
- Prioritized referrals and activities according to intensity, need, and required follow-up for patient
- Provided psychosocial support to patients and their family while in hospital setting
- Served as a guide to the patient, coaching the patient in addressing critical issues and self-management tasks
- Evaluated aspects of each patient's condition diagnoses, medications and support systems to develop an individualized plan
- Facilitated discharge activities and coordination (discharge disposition and transportation needs)

Program Manager, Regional Community Initiatives

December 2009 – June 2013

UPMC Center for Inclusion, Pittsburgh, PA

- Planned, managed and led community partnership events and sponsorships
- Created and executed project plans for department events upon request
- Managed and reported on community sponsorship budget exceeding over \$120,000 annually
 - Increased charitable contribution for the Delta Foundation (Pittsburgh Pride) by 100% over 2 years
 - Facilitated corporate & Social Responsibility participation increase, of 600% increase over 2 years
 - Developed partnership with the Asian Silk Screen Film Festival, helping to raise funds through silent auction.
- Helped increase UPMC charitable contribution by 500% strategically over three years (2010-2013)
- Prepared and executed presentations at national conferences, local high schools and non-profit organizations
- Collected and organized data showing annual increase in community outreach success
- Developed and implemented diversity and inclusion strategies to over 10+ community hospitals
- Facilitated inclusion module at UPMC HR new employee orientation on inclusion initiatives
- Strategized and provided feedback on content accessibility of both internal and external UPMC websites
- Bridged relationships from external agencies to the Employee Partnership Council
- Managed national tour for national conferences (2010-2012)
- Assisted in completed sales transactions of diversity programming (Dignity & Respect Campaign)
- Managed workload of Executive Public Ally (2011-2012)
- Developed and monitored Microsoft Share Point procedural guidelines for the department

Human Resources Assistant

May 2007 – December 2009

UPMC Corporate Services, Pittsburgh, PA

- Assistant to the Director of Corporate Services Division
 - Managed calendar (Microsoft Outlook) and department expenses/budget; created executive PowerPoint presentations
- Maintained system HR directory through a department-wide share point site by running monthly queries
- Created process and executed implementation of E-Verify procedures for employment eligibility
- Trained employees on data processing to ensure government mandated eligibility was met for all new hires at UPMC
- Facilitated weekly New Employee Orientation and provide concierge service for new hires
- Arranged annual UPMC system-wide staff events/workshops
- Served as Employee Campaign Manager for United Way 2009



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Education:

Masters of Social Work, Community Organization & Social Administration
University of Pittsburgh

August 2012-August 2014

- Graduate Level Field Experience Summaries:
 - Concentration Field Placement, Seniors & People with Disabilities Associate, United Way of Allegheny County, Pittsburgh, PA
 - Supported the 'Request for Proposal' (RFP) grant cycle
 - Researched grant funding opportunities for the 'Open Your Heart to a Senior' Initiative
 - Collaborated with marketing liaisons (consultants) on a public relations plan for Senior programming
 - Foundations Field Placement, Marketing & Project Coordinator, Aging Institute of UPMC, Pittsburgh, PA
 - Analyzed and collected research funding data from the National Institute on Health (NIH) Reporter to be presented in the 2013 Aging Institute of UPMC annual report
 - Collected over \$52,000,000 in "aging" related research, roughly 13% of all research dollars accounted for in FY12 at the University of Pittsburgh (showcased through graphics and excel reporting)
 - Collaborated with media relations on website redesign project, providing content review of both the faculty research and education sections of the current website
 - Assisted with trainings at Allegheny County Department of Human Services & National Gerontological Nursing Association (NGNA) regarding the aging population and the following topics: caregiver's burden, living will, general health, stereotypes, diversity & inclusion
 - Managed an environmental scan of like organizations to uncover best practices for promotion and/or collaboration with the Aging Institute.
 - Facilitated introductions during the annual high school Health Scholars week, welcoming staff and faculty by reading biographies and assisting with classroom set-up (educational exercises, IT assistance)
 - Developed curriculum for two University of Pittsburgh online gerontology courses

Certificate Program: SHRM Essentials of Human Resource Management
Slippery Rock University

April 2010

Bachelor of Science, Human Development and Family Studies (HDFS)
The Pennsylvania State University

August 2006

For more information on my community involvement, please visit www.mattarch.com/resume