

Payton Riley Hughes

paytonrhughes2004@gmail.com | (770) 480-4157

EDUCATION

University of Georgia, Athens, Georgia

Bachelor of Science in Health Promotion

Anticipated May 2026

Minors in Health Policy & Management, Gerontology, & Global Health

President's List Spring 2025, Dean's List Fall 2022-Fall 2024 (all semesters)

EXPERIENCE

Student Assistant, Office of the Registrar, University of Georgia

August 2023 – Current

- Serve as a customer service representative for students, parents, faculty, staff, alumni, departmental offices, and the public in regard to a wide variety of issues and concerns related to registration and student records at the university
- Triage and answer a wide range of questions/issues through phone calls, emails, and in-person walk-ups
- Process, guide, and regulate student registration changes over a variety of student information systems
- Process verifications of student records promptly in accordance with the office and FERPA guidelines

Interim Office Manager, Integrate2 Physical Therapy

August 2021 – January 2023

- Oversaw scheduling, insurance communication, and office operations
- Communicated insurance benefits to patients and filed benefits claims
- Coordinated patient schedules in accordance with patient benefits and office hours
- Performed office tasks in addition to internship responsibilities

Intern, Integrate2 Physical Therapy

March 2021 – May 2022

- Delivered front-desk support and assisted patients with scheduling and other inquiries
- Managed and replenished supplies in all treatment rooms
- Engaged with patients in a professional manner
- Assisted with basic medical tasks in accordance with certification

Play Center Attendant, Northwest Family YMCA

July 2021 – October 2021

- Aided in the planning and execution of age-appropriate activities
- Nurtured relationships with children and parents
- Maintained a healthy learning environment for children aged 3 months to 12 years
- Provided basic first aid based on certification

VOLUNTEER EXPERIENCE

Student Ambassador, College of Public Health, University of Georgia

May 2025 – Current

- Represent the college at recruitment and campus events
- Promote public health programs and student involvement

Buddy Volunteer, ESP Athens

August 2024 – Current

- Form meaningful relationships with assigned buddies
- Perform small medical tasks based on certification
- Engage in weekly meetings to ensure consistent communication and collaborative problem-solving

Hospital Relations Member, Miracle, University of Georgia

August 2023 – May 2024

- Collaborated in weekly team meetings to coordinate activities and share updates
- Planned and attended activities with CHOA families and staff
- Raised money to benefit the CHOA organization
- Participated in the capstone fundraising event "Dance Marathon"

Ignite Member, Miracle, University of Georgia

August 2022 – May 2023

- Collaborated in weekly team meetings to coordinate activities and share updates
- Raised money to benefit the CHOA organization
- Participated in the capstone fundraising event "Dance Marathon"

SKILLS

Interpersonal: Organization, Communication, Teamwork, Time Management, Flexibility

Technical: Microsoft Office, WebPT, Athena, National Student Clearinghouse, Banner, Parchment

Certifications: Adult & Child First Aid/CPR/AED