

# Payton Riley Hughes

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## EDUCATION

### University of Georgia, Athens, Georgia

*Bachelor of Science in Health Promotion*

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

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

*Anticipated May 2026*

*Anticipated Magna Cum Laude*

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## 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

### Employee Wellness Intern, Wellstar Health System

*January 2026 – Current*

- Support the planning, coordination, and delivery of employee wellness initiatives, including virtual and in-person programs across all locations
- Assist in the development of wellness communications and educational materials to increase awareness and utilization
- Participate in rounding and tabling events, engaging with staff through incentives, games, and conversations to promote programs
- Collaborate with wellness team to coordinate events, themed initiatives, and wellness retreats, while gaining exposure to health promotion in the workplace

### Interim Office Manager, Integrate2 Physical Therapy

*August 2021 – January 2023*

- Oversaw daily office operations, including scheduling and insurance coordination to ensure efficient clinic functioning
- Educated patients on insurance coverage, benefits, and financial obligation
- Processed insurance claims, verified benefits, and maintained accurate patient records while ensuring compliance with office policies and confidentiality standards
- Scheduled patients in alignment with provider availability, office capacity, and insurance requirements
- Performed office tasks in addition to internship responsibilities

### Intern, Integrate2 Physical Therapy

*March 2021 – May 2022*

- Provided front-desk support, assisted patients with scheduling and check-in
- Managed inventory and replenished supplies in treatment rooms to maintain readiness and support uninterrupted care
- Engaged with patients to promote a positive experience while maintaining professionalism and confidentiality
- Assisted with basic medical tasks in accordance with training and certification

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## VOLUNTEER EXPERIENCE

### Student Ambassador, College of Public Health, University of Georgia

*May 2025 – Current*

- Represent the college at recruitment events and information sessions to support current and prospective students
- Promote academic programs and student involvement through outreach and peer engagement
- Provide insight into the student experience while supporting recruitment, outreach, and community efforts.

### Buddy Volunteer, ESP Athens

*August 2024 – November 2025*

- Built meaningful relationships with assigned buddy while fostering an engaging and inclusive environment
- Assisted with basic medical and personal care tasks in accordance with training and certification to ensure participant well-being and safety
- Collaborated with volunteers and staff to support program goals and enhance participant experience

### Hospital Relations & Ignite Member, Miracle, University of Georgia

*August 2022 – May 2024*

- Coordinated events supporting patients and families at Children's Healthcare of Atlanta
- Engaged with patients, families, and hospital staff through organized activities to promote positive experiences
- Supported fundraising efforts and participated in large-scale events, including Dance Marathon, to raise funds and awareness for pediatric healthcare

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## SKILLS

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

Certifications: Adult & Child First Aid/CPR/AED