

Mason Elliot Jack

EDUCATION

West Virginia University, Morgantown, WV

August 2013 – May 2018

Bachelor of Multidisciplinary Studies, BMDS; Area of Emphasis: Business Administration, Political Science, Strategic Communications

EXPERIENCE

Thomas Health Physician Partners, Charleston, WV

January 2019 - Present

Administrative & Project Specialist

- Act as liaison between outpatient clinics and health insurance companies regarding their quality data reported.
- Perform, organize, and streamline operational tasks to reduce potential for error and waste.
- Collaborate with physicians, medical professionals, consultants, community agencies, accrediting bodies, and institutions to ensure the highest quality of care.

Executive Producer of the Mountaineer Media Podcast

May 2020 - Present

- Record, edit and distribute a weekly podcast about West Virginians that reflect well on the state as a whole.
- Develop and maintain an active media website that includes blogs, videos, and an online store.
- Edit advertising material to post on various social media platforms to engage with a wider audience for the show.

Capital Insurance Group, Charleston, WV

July 2018 - December 2018

Commercial Lines Account Executive

- Manage and service all commercial insurance lines of business as well as actively pursue new prospects for the agency.
- Actively quote customers with more than ten property and casualty insurance companies both local and national.

Barnes and Noble College, Morgantown, WV

January 2016 – May 2018

Bookseller

- Efficiently communicate with customers and management about store operations, merchandise, and campus events.
- Facilitate the receiving, shelving, and distribution of all textbooks required for students throughout the university.
- Enrolled in the bestseller program which includes managerial and supply chain training for the Barnes and Noble College stores.