

# Sample Resume

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## Education

**The University of Texas at Austin**

Bachelor of Science & Arts, Biochemistry  
McCombs Business Foundations Certificate

## Awards/Honors

University Honors

2016-2018

## Work Experience

**Robin Healthcare** – *Senior Medical Scribe*

Oct 2019 – June 2020

- Observed up to 25 orthopedic or urology patient encounters per day while using discretion to document all medically relevant information from each visit
- Surpassed utilization/efficiency goals on multiple occasions while maintaining quality of notes
- Demonstrated advanced knowledge of human anatomy, physical exam techniques, and common diagnoses to ensure the accuracy of each note
- Navigated several EMR programs to efficiently access prior notes, formulate concise patient histories, and analyze relevant diagnostic tests

**Oracle** – *Infrastructure Solutions Consultant*

July 2018 – July 2019

- Worked through marketing leads and campaigns to qualify opportunities for on premise infrastructure
- Created campaigns to target customers with higher propensity to purchase
- Held meetings with customers to bring understanding to how they can optimize their IT environments to save time and money
- Generated \$5.4 million in projected pipeline for enterprise businesses
- Modernized IT architecture by building evidence-based business cases that make the best use of IT funding

**2400 Nueces** – *Community Assistant*

Sept. 2015 – July 2017

- Maintained communication between management, prospective residents, and residents via email, in-person, and a multi-line telephone
- Provided solutions to resident issues such as rental payments, maintenance issues, and roommate conflict
- Planned and executed community events for over 650 residents under limited supervision
- Managed administrative projects, community development programs, and social marketing campaigns
- Trained new staff on company policies, leasing procedures, and office duties

## Volunteer Experience

**Feed My People**, Austin, TX  
*Volunteer*

Jan. 2015- May 2016

- Served breakfast to the homeless at a local church two days each week.
- Assisted with set up and tear down of the venue each morning.

**Thinkery, Austin, TX**

Sept. 2016 – May 2018

*Activity Volunteer*

- Once a month would design, bring and demonstrate a STEM-related project to the kids at the facility.
- Assisted the kids in building their own versions of the project and educated them on key STEM concepts.

**RBI, Austin, Texas**

Feb. 2015 – Dec 2015

*Assistant Coach*

- Met at Oak Springs Elementary School twice a week to assist in coaching baseball to underprivileged children in an after school program.
- Taught them various drills, the importance of team work and hard work, and to improve their listening skills.

**Parmer Woods Retirement Center, Austin, TX**

Sept. 2015- May 2017

*Volunteer*

- Met with the residents of the retirement center most Monday nights to play bingo and engage them in conversation

**Neighborhood Longhorn, Austin, TX**

Nov. 2015- May 2016

*Volunteer/Coach*

- Once a semester the Texas Iron Spikes hosts a baseball clinic for underprivileged kids in the surrounding Austin area.
- We teach them various drills and emphasize the importance of teamwork and respecting themselves and each other.

**University Medical Center - Brackenridge, Austin, TX**

Sept. 2016- May 2017

*Volunteer*

- Once a week assisted the medical staff at the 1<sup>st</sup> floor information front desk.
- Gave directions and information to patients and families coming into the area.
- Transported patients from their rooms to the pickup area once they have been discharged

**Dell Seton Medical Center, Austin, TX**

May 2017- Present

*Volunteer*

- Once a week assisted the medical staff in the volunteer office.
- Gave directions and information to patients and families coming into the area.
- Logged volunteer hours and responded to office emails.
- 160 total volunteering hours

## **Internships/Research Experience**

**Summer Externship Program- MD Anderson Cancer Center**

June 2016-July 2016

- Shadowed two oncological surgeons on rounds, clinic visits, and surgeries in the OR
- Prepared post operation summaries to present to other externs at the end of the term
- Observed the optimization techniques for surgery and recovery time through the use of innovative medical technologies
- Time commitment: 40 hours per week

- 150 total shadowing hours

**Stroke Institute** – Dell Seton Medical Center, Austin TX Nov 2017-Present

- Research study requiring retrospective chart review of patients who were on anticoagulants when brought into the hospital for a bleeding event.
- Data extraction and analysis from medical records.
- Goal: to find if there is a standardized time frame in which physicians put their patients back on anticoagulants after they have been discharged.

### Leadership:

**College of Natural Sciences Council for Diversity Engagement**, UT Austin Mar. 2015- May 2018  
*Council Member*

- Met with fellow councilmembers, directors, and the dean of the College of Natural Sciences twice a month.
- Discussed and executed events, ideas and programs to increase diversity engagement within the college and the university as a whole.
- Recruited potential underrepresented students to choose to attend the University of Texas at Austin because of our science programs over other universities.
- Planned and participated in community outreach activities in underrepresented communities.

**UT SEEK (Student Engineers Educating Kids)**, UT Austin Aug. 2016- May 2018  
*Program Officer*

- Coordinated and facilitated weekly trips to 12 local elementary and middle schools to teach STEM projects to underprivileged students
- Coordinated with Program Managers at local schools to determine projects taught by mentors
- Optimized the effectiveness and ease of use for over 15 varied STEM based projects to enhance student's grasp on critical thinking
- Led bimonthly volunteer events at the local children's interactive museum, The Thinkery
- Managed a detailed grade book of all the mentors under my delegation

**College of Natural Sciences Diversity and Inclusivity Committee**, UT Austin Mar. 2018- May 2018  
*Committee member*

- Met with fellow committee members, directors and staff members to discuss increasing diversity and inclusivity in the College of Natural Sciences.
- Planned the implementation of a diversity and inclusivity concentration program within the college.
- Attended university-wide diversity and inclusivity seminars and fairs on behalf of the College of Natural Sciences.

### Affiliations

AMSA (American Medical Student Association)-*Member* [2014-2015]

APS (Alpha Phi Sigma, Pre-health Society)-*Active Member* [2015-2018]

Texas Iron Spikes (Non-Greek service fraternity)-*Active Member* [2015-2018]

College of Natural Science Council for Diversity Engagement-*Active Member* [2015-2018]

Texas THON (Non-profit organization raising money for Children's Hospitals) - *Active Member* [2015-2016]

UT SEEK (Primary School Mentorship Program) – *Program Officer* [2016-2018]

**Certifications:**

CPR, First Aid, AED training