

Current Address:
1115 E 61st St. Unit #123
Indianapolis, IN 46220

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Professional Summary: Disciplined, confident, and observant employee with over five and a half years of experience in the medical field. Proficient and adept in the use of business technology. I recently moved to Indianapolis, IN and am currently looking for a position where I can apply my diverse skills and establish a strong rapport with my employer and colleagues.

Education

Miami University, Oxford, OH

Bachelor of Science in Kinesiology and Health, August 2011 - May 2015

Pre-Medical Studies Co-Major

Overall GPA: 3.46

Mini-Masters of Business Administration, October 2020 - December 2020

A fast-track, light-sample version of the full MBA. It abridges a two-year MBA degree into an "overview" learning experience of ~24 hours of media content.

Overall GPA: 4.0

Experience

Michigan Medicine, Frankel Cardiovascular Center

1425 E Ann St., Ann Arbor, MI 48109

- **Medical Assistant Intermediate**, June 2018 - April 2021
 - Over 3,500 patient-contact hours
 - Actively support ~90 healthcare providers and work closely with nursing, advanced practice, & physicians in the cardiology, aortic disease, stroke, cardiac surgery, and vascular surgery departments
 - Triage & respond to phone calls from call center, conduct post-operative discharge calls, communicate & coordinate care at outside medical facilities, and perform pre-operative surgical teachings
- **Medical Assistant**, September 2015 - June 2018
 - Over 5,000 patient-contact hours
 - Intake, room, and prep patients in outpatient clinic setting
 - Obtain vital signs, review medical history, reconcile medications, administer vaccinations, and perform EKGs
 - Train all new medical assistants as clinic preceptor
 - Acted as lead medical assistant in cardiac surgery clinic

Grace Canton Church

46788 Cherry Hill Rd., Canton, MI 48187

- **Hospitality Team Volunteer**, June 2019 - April 2021
 - Greet & welcome newcomers and church members
 - Plan & organize church events and serve in local community

International Service Learning

125 McKinley Ave., Kellogg, ID 83837

- **Medical Volunteer in Nicaragua**, May 2015 - June 2015
 - One month spent providing primary care to hundreds of Nicaraguan residents

McCullough-Hyde Memorial Hospital

110 N Poplar St., Oxford, OH 45056

- **Inpatient Care Unit Volunteer**, August 2014 - May 2015
 - Attended to patient's needs and assisted hospital personnel with daily tasks

Undergraduate Researcher, Miami University School of Education, Health, & Society

210 E Spring St., Oxford, OH 45056

- **Dr. William Berg**, August 2013 - May 2014
 - Conducted research training on two participants for six weeks each
 - Oversaw & directed research group of 20 undergraduate students
- **Dr. Kyle Timmerman**, January 2015 - May 2015
 - Worked with 40 research subjects aged 65 years old and older