

## **Michelle Menard**

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**Education**     **Medical University of the Americas**, Devens, MA 05/17-Current  
*Medical Doctor*

**University of Central Florida**, Orlando, FL 05/10-05/14  
*Bachelor of Science in Biology*

**Broward College**, Ft. Lauderdale, FL 01/08-12/09  
*Associate in Arts*

### **Qualifications**

- **Computer:** Proficient in Microsoft Word, Excel and PowerPoint
- Extensive skills in writing
- Type 35-40 wpm
- Able to work independently and within a team
- Quick and efficient learner

**Work**             **The Hartford**, Lake Mary, FL 4/16- 4/17  
**Experience**     *Senior Long Term Disability Analyst*

- Medically and financially manage long term disability claims
- Participate in team building activities
- Provide excellent customer service

**Broward Health North**, Pompano Beach, FL 7/14- 4/16  
*Senior Registered Pharmacy Technician (RPhT)/National Certification (CPhT)*

- Assist hospital staff pharmacists in the preparation and dispensation of medications to patients undergoing inpatient treatment
- Prepare IV solutions and infusions, including chemotherapy and pediatric doses
- Answer phones promptly and in a professional manner

**Target Pharmacy**, Casselberry, FL 8/12-5/14  
*Registered Pharmacy Technician (RPhT)/National Certification (CPhT)*

- Input and filled prescriptions
- Assisted pharmacists with daily tasks
- Prepared and processed medical insurance claims

**CVS Pharmacy**, Longwood, FL 12/10-8/12  
*Registered Pharmacy Technician (RPhT)/National Certification (CPhT)*

- Input and filled prescriptions

- Solved insurance issues for customers
- Assisted pharmacists and tracked inventory

**Ruby Tuesday**, Pembroke Pines, FL 01/08 - 01/10

*Sever, Bartender*

- Prepared alcoholic and nonalcoholic beverages for customers
- Interact with customers, take orders, serve food and drinks
- Comply with all food and beverage regulations

## **Research**

**Undergraduate Research Assistant, *Department of Sociology***

University of Central Florida, 07/13-12/13

*Co-Author/Researcher on Palliative Care Education in US Medical Schools*

- Gathered information from Accreditation Council of Graduate Medical Education's (ACGME) website on whether or not the 141 US medical schools, as listed by AAMC, had a key focus on geriatric palliative medicine/care
- Interpreted and analyzed quantitative and qualitative results
- Co-presented research at Gerontological Society of America 2013 Annual Scientific meeting in New Orleans, LA

## **Volunteer Experience**

**Nano Science Center at UCF**, Orlando, FL 09/12-12/12

*Student Volunteer Researcher*

- Assisted in the creation of nanoparticles
- Performed spectroscopy and emission procedures for nanoparticle samples
- Collected and interpreted data for PhD candidate's experiment

**Student Research Academy**, Orlando, FL 06/12

*SRA Scholar*

- Attended research workshop
- Worked directly with faculty and student mentors
- Prepared a literature review about a research topic

**Volunteer at MD Anderson Cancer Center**, Orlando, FL 01/12-05/13

*Chemo Volunteer*

- Assisted nurses with daily activities
- Assisted front desk employees with paper work
- Passed out weekly gifts from community groups

**Volunteer at Florida East Orlando**, Orlando, FL 03/11-07/11

*Endoscopy/ER Volunteer*

- Checked patients in at ER
- Complied lab kits for nurses in ER
- Filed and labeled paperwork for patients in Endoscopy department

**Activities & Awards**    **Peer Mentor:** Silver Tier Mentor with UCF Stem Peer Mentoring Program;  
Phi Theta Kappa and International Honor Society Mentor  
**John L. Mica Public Service Scholarship Recipient**