

Michelle Menard

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Objective Highly motivated, ambitious self-starter looking to expand career into political arena, with a focus on civic engagement. Adaptable and willing to go the extra mile to ensure metrics are met and content is thoughtful and captivating.

Work **Liberty Mutual**, Lake Mary, FL 04/21 – 11/21

Experience *Inside Catastrophe Adjuster Spec I*

- Administrative duties that including processing invoices, extensive note taking, scheduling inspections, organizing desktop, inbox and claim file system
- Care for customers impacted by wildfires, hailstorms, tornadoes and other catastrophic events
- Inspect, measure, sketch and assess damages to homes involved in losses such as partial fire, total fire, water damage, wind damage, flood damage, hail and vandalism
- Determine the extent of the property loss estimating the cost to repair, replace or compensate

The Hartford, Lake Mary, FL 4/16- 4/17

Senior Long Term Disability Analyst

- Administrative duties that including processing invoices and extensive note taking
- Financially manage long term disability claims which included frequent follow-ups and investigative processes to determine eligibility
- Participate in team building activities

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

Education **SheCodes Coding Bootcamp**, 03/22 – In progress

- Mastering front-end technologies such as HTML, CSS and Bootstrap
- Learning advanced JavaScript technologies
- Using live API, website hosting
- Building an app with React
- Building a responsive and SEO friendly website

St. Matthews School of Medicine, Devens, MA 05/17-12/20

Doctor of Medicine Candidate

University of Central Florida, Orlando, FL 05/10-05/14

Bachelor of Science in Pre-Medical Science

Broward College, Ft. Lauderdale, FL 01/08-12/09

Associate in Arts

Licenses **Florida State Claims Adjuster License**, 05/21 – Present

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

**Activities &
Awards**

Peer Mentor: Silver Tier Mentor with UCF Stem Mentoring Program; Phi Theta Kappa and International Honor Society Mentor

John L. Mica Public Service Scholarship Recipient

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*

- Collaborative research workshop
- Mentorship with biological sciences faculty
- Prepared literature review on faculty neuroscience research

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