**Michelle Menard**

5372 Starboard Street, Apt 302 • Orlando FL, 32814

MichelleEMenard@gmail.com• (407)-369-3966

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

**Experience** *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 &** **Peer Mentor:** Silver Tier Mentor with UCF Stem Peer Mentoring Program;

**Awards** Phi Theta Kappa and International Honor Society Mentor

**John L. Mica Public Service Scholarship Recipient**