**Michelle Menard**

3241 Sabal Palm Manor, Apt 305 • Hollywood FL, 33024

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

**Education 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

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

**Experience** *Inside Catastrophe Adjuster Spec I*

* Administrative duties that include 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 include 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
* Answer phones promptly and in a professional manner

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| **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*   * 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 | |
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| **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** | |

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