

Professional Documentation: Mara Alexeev

Education History

Areas to include:

- Dates of attendance, get dates if possible many forms require a day like 14 Aug 2012
- Date of graduation
- Majors and minors
- GPA or honors
- Supervisors

School Name	Type	Degree	GPA	Start date	End date	Notes
Iowa State University	Undergraduate	BS	3.91	August 23, 2004	May 10, 2008	
University of California, Berkeley	Graduate	MPH	3.81	July 6, 2015	May 13, 2016	
University of Iowa	Medical School	MD		August 25, 2008	May 11, 2012	CCOM-Registrar@uiowa.edu
	Internship					
	Residency					
	Fellowship					
Memorial Sloan Kettering Cancer Center	Pediatric Chief Residency			September 1, 2019	June 30, 2020	
Marshalltown Community College	College courses during High School	N/A	4.00	January 2003	May 2004	

Employment History

Request a pdf or hard copy of employment history from HR when you leave to save yourself the hassle if you need it in the future. Also, get the contact information from HR on who you should contact for verification if you need it in the future. Sometimes potential employers will want direct communication with your former company.

Employer	Role	Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)	Supervisor and contact information	Notes	Link to employee verification

Certifications

Name	Id number	Certification Date	Expiration Date	Link to document	Notes
NRP				eg scanned copy of NRP card	
Pals					
American Board of Pediatrics					
NYS Infection Control					
NYS Child Abuse Identification					

Licenses and Numbers

Name	Number

National Provider Identification Number (NPI)	1750657912
ORCID	

State Medical Licenses

State Of Medical License	Number	Date Issued	Expiration Date	Notes
New York				Full
Massachusetts	282962	6/11/2020	2/18/2021	Full
DEA License's Number	Number	Activation Date	Expiration Date	Notes
DEA (federal)	FA8332695			
DEA (state if applicable)				
Driver's License Number/Id			State	
596995943			New York	

Institutional Credentials

Name	Location	Dates	Role

References

Name:

Title:

Where you worked with them:

Institution:

Location:

When you worked with them:

Dates:

Why you worked with them:

Relationship to you:

Level of familiarity:

Contact information:

Email:

Phone:

Prior Letter Writer:

Prior Personal Reference:

Awards

Big or small, put them all down here. Resident of the week counts!

Name:

Date:

Reason:

Project Portfolio

You will work on lots of small to large projects. As time passes you will forget the details of projects that you were involved in even projects where you had a major role. I recommend you put all projects here as you start them. Even if you don't complete them, you can put the materials aside for another time or record a small lesson you took away from the project.

- Describe the project. What was the inspiration?
- Consider estimating time spent.
- Include dates.
- Include links to deliverable.
- Include description of what you personally did.
- If the project had funding list the amount and source.
- Record name and contact information of other collaborators.

Papers

Posters

Large projects

Small projects

Admission order set creation at MSKCC 2020	Completely revised the pediatric general oncology order set to allow for improved workflow for admitting physicians, easier prescribing of antibiotics for fever and neutropenia, inclusion of occupational and physical therapy orders to decrease time from admission to start of rehabilitation sessions, appropriate pediatric diet orders, revision of blood product transfusion guidelines appropriate for pediatric patients. Individual project.
Pediatric oncology handoff creation at MSKCC 2020	Creation of modern handoff within the EMR to auto populate important clinical information to reduce duplication of physician workload and documentation. Creation of style guide for resident physicians to encourage best practices in handoff communication to improve hand offs between teams and communication with nursing staff. Individual project.
Pediatric Resident Manual creation at MSKCC 2019-2020	Wrote an entire house staff guide of inpatient pediatric oncology workflow for the inpatient service covering topics from basic communication practices to how to complete complicated discharges for patients with extensive care needs. Used by house staff, fellows, and AAPs. Individual project.
Clinical Summary Sheet for High Dose Methotrexate at MSKCC 2019-2020	Condensed and summarized MSK Kids most common high dose methotrexate protocol for the treatment of osteosarcoma to decrease errors during this chemotherapy administration and streamline admission orders. Individual project.
Clinical Summary Sheet for MIBG Therapy at MSKCC 2020	Created a summary sheet for resident physicians for admissions for patients receiving MIBG therapy as treatment for their neuroblastoma to eliminate delays in the ordering of complicated medications and procedures, improve management of nausea in patients, and reduce unnecessary lab orders. Individual project. Individual project.
Clinical Summary Sheet for	Created a summary sheet for high dose methotrexate administration for a protocol new to the institution to reduce errors in fluids, labs, and

AALL1731 at MSKCC 2020	interpretation of methotrexate levels, needed adjustments in fluids, lab orders, and leucovorin dosing. Individual project.
Discharge Guide for Pediatric Oncology at MSKCC 2020	Developed cross disciplinary guide for house staff and APPs to use to improve discharge process for patients to improve safety and timeliness of discharge process. Individual project.

Articles

Teaching Portfolio

Topic	Audience	Link to materials

CME

<https://drive.google.com/drive/u/0/folders/0B5XtYDN0NYmudmFpOUpmLTetcTA>

Date	Course	Credit	Notes	Link

Conferences

Examinations

Name	Date Taken	Score
USMLE Step 1		
USMLE Step 2 CK		

USMLE Step 2 CS		
USMLE Step 3		

Evaluations

You are often emailed or given rotation or teaching evaluations. If not in electronic forms, scan these and link to them here.

Important Experiences

Jot a few thoughts down about the first time you worked in place you loved or a meaningful experience. Great place to review when you are applying for fellowship or have to write a personal statement.

Address History

You are likely to have a background report and criminal record history done as part of pre-employment intake as part of working in hospitals and clinics. I was once asked to provide 10 years of addresses which included residency, medical school, and undergraduate. One surprisingly good record of your address can be searching your email account or looking at Amazon order history and seeing the shipping addresses.

Address	Start date	End date
1 Stuyvesant Oval, 12A, NY, NY 10009	2019-03-25	6/30/2020

August 2017 - January 2019
 260 W 16th St
 Apt 1B
 New York, NY 10011

August 2016-July 7th, 2017
 74 Kunihi Lane
 Unit 417
 Kahului, HI 96732

June 2013 -- July 2016
3401 Richmond Blvd Apt 7
Oakland, CA 94611

August 2012 -- June 2013
354 ADAMS ST
OAKLAND, CA 94610-3130

May 2012 -- August 2012
318 GARNET ST
OAKLAND, CA 94609-2605

August 2008 -- May 2012
339 TEETERS CT
IOWA CITY, IA 52246-3839

August 2007-May 2008
2355 Friley Henderson
Ames, IA 50012-1006

June 2007-August 2007
7314 Frederiksen Ct
Ames, IA 50010-4044

August 2006-May 2007
2355 Friley Henderson
Ames, IA 50012-1006

August 2005-May 2006
4573 Friley Palmer
Ames, IA 50012-1021

August 2004 - May 2005
3483 Friley O'Bryan
Ames, IA 50012

Childhood home from ~1987

2849 Newby Avenue
Haverhill, IA 50120

Links to important scanned documents

- Medical Diploma
- Undergraduate Diploma
- USMLE Score Card
- American Board of Pediatrics Certification

Employment Search

You might have turned down a job in the past, but it is great to record what the offer was to have a history of what you consider and the details of the offer.

Past applications

Past offers

Notes

Employment address history

Boston Children’s Hospital	300 Longwood Ave Boston MA 02115 PH: 617-355-6000.