

Maxine Dupuis

(716) 597-2558

maxinedu@buffalo.edu

www.linkedin.com/in/maxine-dupuis

EDUCATION

M.S., Biomedical Engineering

University at Buffalo, The State University of New York
GPA: 3.667/4.0

Buffalo, NY

May 2024

B.S., Biomedical Engineering with highest distinctions

University at Buffalo, The State University of New York
Advanced Honors College, GPA: 3.778/4.0
Division-1 Cross-Country and Track & Field Athlete

Buffalo, NY

May 2023

PROFESSIONAL EXPERIENCE

The Jacobs Institute

Quality Intern

Buffalo, NY

April 2023–

Present

- QMS targeted enhancements related to NCR processes, Equipment Tracking, Monthly Monitoring
- Tracking and enhancing process efficiencies
- Clinical trial documentation for Early Feasibility Studies

SurveyTECH Instruments & Services

Logistics, Shipping & Receiving

Timmins, ON

May 2020–August

2022

- Created bilingual instruction manuals for surveying instruments
- Developed and implemented Health and Safety Protocols
- Improved order processing efficiency by designing new communication tools between sales and shipping departments
- Created testing procedures and standards, and troubleshooted instruments
- Logged incoming and outgoing instruments
- Organized shipping arrangements and provided customer service

Go Green Yard Services

Small Business Owner

Timmins, ON

June 2016–August

2019

- Summer Company Grant Recipient
- Performed landscape maintenance, invoicing, receivables, and marketing
- Communicated with clients and provided customer service

Hollinger Dental Group, & Blais Orthodontics

Co-op Education Placement

Timmins, ON

September 2017–March

2018

- Shadowed and assisted dental procedures
- Organized, cleaned, sterilized, and prepared exam rooms and instruments
- Maintained and digitized patient records

ADDITIONAL EXPERIENCES

Tau Beta Pi Engineering Honor Society – NY/Nu Chapter

Chapter President

Buffalo, NY

November 2021–

Present

- Coordinated and lead an e-board to organize various events, tutoring, and volunteering
- Restructured chapter records to ensure continuity and better leadership transition
- Organized 3 undergraduate career fairs and honors lunches with a 207% improvement in company and student attendance.
- Collaborated with Advisors, the District Director, and the School of Engineering
- Motioned proposals for Constitution & Bylaws amendments regarding DEI and Eligibility

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Women's XC/Track and Field Team – University at Buffalo, SUNY

Buffalo, NY

Division-1 Athletics

August 2019-June 2023

- Participated in the 2019 MAC Championships and NCAA NorthEast Regional
- Dedicated 30 hours per week to practices and competitions while remaining in good academic standing

SKILLS

ACCOMPLISHMENTS

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| <ul style="list-style-type: none">• Modeling with Fusion360, Solidworks, and AutoCAD• Experience with MATLAB, Simulink, Python, and Arduino• Cell passaging and counting• CITI Certified Biomedical Research Investigators• Certified in WHMIS, Lab Safety, and OHS• MS Office (Word, Excel, PowerPoint, Outlook)• Fluent in French | <ul style="list-style-type: none">• Tau Beta Pi Laureate Award – October 2023• MAC Presidential Award – May 2023• Pillars of Leadership Exemplary Student Leader Award – April 2023• Tau Beta Pi Student Leadership Scholarship – NY N Chapter January 2023• MAC Commissioner's Award – 2021 and 2022• Dean's List - 6 semesters• Varsity Letterman Jacket – 08/2021• Team Canada ISF World XC Championships – Budapest 2016 and Paris 2018 |
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