

# Nathan Stein

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## Education

**University of California San Diego** – *Bachelor's Degree in English Literature*–2015 to 2017

**Mira Costa** – *Pre Med*– 2018 to 2020

## Skills

- Google Suite, MS Teams, Slack, Zoom, EMA
- Administrative and team leadership
- Currently learning programming languages such as Python and JavaScript

## Work Experience

**Medix**–*Medical Administrator*–2021 to 2022

- Organized and led teams to ensure good patient flow
- Oversaw COVID-19 testing on location
- Worked alongside medical teams to ensure quality patient care.

**Coastal Skin and Eye Institute**–*Medical Assistant*–2019 to 2021

- Assistant to the MD during Mohs Surgery and surgical excisions
- Responsible for scribing for the MD during patient visits
- Other responsibilities include documenting biopsy specimens, sterilizing surgical trays, performing the role of a medical scribe, and removing the sutures of post-op patients
- Responsible for ordering medical supplies as needed