Office Assistant Office Assistant Office Assistant - Library Dean's Office Clifton, NJ To obtain research and development experience in a clinical setting to broaden my knowledge in the sciences and help me become more familiar with the medical field Work Experience Office Assistant Library Dean's Office September 2012 to Present Practiced organization skills by filing important documents ? Assisted in the productivity of the office by making copies and delivering mail to different departments ? Developed communication and customer service skills by answering phone calls and taking appropriate action Barista Library Dean's Office September 2012 to September 2013 Communicated with and tended to customer needs ? Cleaned and worked in a timely manner ? Multi-tasked in a fast-paced environment Database Administrator McKeon-Grano Associates June 2012 to August 2012 Made calls and sent emails to engineers to update information ? Utilized SmartSearch program to upload client resumes Education Bachelor of Science in Biomedical Engineering, Electrical Concentration The College of New Jersey - Ewing, NJ 2011 to 2015 Clifton High School - Clifton, NJ 2011 Skills Computer Programs: Xilinx, PSpice, C++, ProE, basic Matlab, and BIOPAC; Lab Equipment: compound microscope, micropipettes, spectrophotometer, basic chemistry lab equipment (test tubes, flasks, Bunsen burner, Buchner funnel, hot plates), waveform generator, resistors, operational amplifiers, multiplexers, NAND gates, decoders, and diodes; Proficient in Microsoft Word/Excel/PowerPoint; Excellent verbal and written communication and social media skills; Capable of working in a team or group environment successfully; Demonstrated strong organizational skills and time management; Practiced analytical and critical thinking skills; Elementary Tagalog Awards Travel Award 2014-08 Granted travel award to attend and present at the Biomedical Engineering Conference in San Antonio, TX: Experimental and Computational Models of Microparticle Transport under Dynamic Flow Conditions Additional Information PROJECTS & RESEARCH Senior Project: AthleteTracker, Biomedical Engineering Department, TCNJ, Ewing, NJ, Fall 2014 Spring 2015 Goal: to improve the health and safety of players during their regular practices by incorporating multiple sensors to measure heart rate, skin conductivity, body temperature, and impact force experienced by the body Warning lights will be used to indicate when an individual is at risk of overexertion or injury Data will be collected from the

sensors into a USB that the coach can view at a later time Mentored Undergraduate Summer Experience (MUSE), Biomedical Engineering Department, TCNJ, Ewing, NJ, Summer 2014 Studied how laminar blood flow conditions can affect subcellular fluorescent microparticle deposition leading to blood clot formation Experimental flow models were created by using flow chambers and varying shear rates Computational models were also used for a range of microparticle properties for comparison RELEVANT COURSES Themes in Biology & lab Biology of the Eukaryotic Cell Genetics & lab General Chemistry I & II & labs Organic Chemistry I & lab Physiological Systems I & II & lab

Name: Steven Hayes

Email: stephen06@example.net

Phone: 382-793-0699x8782