

## WILLIAM JAMES PEACOCK (“JAKE”)

3023 West Rock River Ridge Road, Crawfordsville, IN 47933  
(765) 401-4251 (CELL); jake.peacock.1989@gmail.com

### EXPERIENCE

#### **Virtual Medical Scribe (Neurosurgery)**

May-August,

2016 iScribes, Durham, NC

- Transcribe high-quality medical charts for a neurosurgeon over the computer using recordings from DOS patient encounters
- Document an average of 20 encounters based upon 3+ hours of audio efficiently to meet next-day deadline, per DOS

#### **Performance Coach, *Our Town***

April, March 2016

Wabash College Theater Department, Crawfordsville, IN

- Developed and led four 90-minute workshops to teach and train cast miming props & scenery in groups of 6 to 24
- Assisted with production needs, including individual coaching & providing expertise and criticism for problematic scenes

#### **Produce Team Member (Production)**

2015

Whole Foods-Streetsville, Chicago, IL

- Create, package, and price at least \$750 worth of pre-cut fruit containers or cold-pressed juices per shift, maintaining the highest quality and sanitary standards, and complying with national organics standards, as necessary

#### **Pie Slinger**

2014

Hoosier Mama Pie Company, Chicago, IL

- Provide efficient service in as many as 100 transactions per shift without assistance, sell and upsell pies
- Take phone orders, serve dine-in customers, bus tables, maintain orderly & sanitary FOH, kitchen and BOH duties

#### **Legal Assistant.**

August 2013-February 2014

DeGrand & Wolfe, P.C., Chicago, IL

- Answered phones, made and received deliveries, maintained and created files pertaining to firm legal matters
- Other administrative duties as required including copying, legal filing, and digital file management

#### **Ecology Research Intern**

Summer 2012

Wabash College Biology Department, Crawfordsville, IN

- Investigated ecological impact of earthworms with interns and professors at Wabash College and Indiana University
- Created a novel independent lab technique to study nightcrawler burrowing behaviors

#### **PR Intern and Day Camp Counselor**

Summer 2009

Boys & Girls Clubs of Greater Washington, Washington, DC

- Created cultural awareness festival for approximately 300 under-privileged day camp participants
- Organized media alert list to attract publicity for Greater Washington area clubs and emergency camper database

**Additional Experience: Administrative Assistant**, Peacock Motors, Crawfordsville, IN (2009-2013, 2016); **Ensemble Member**,

[ICU Ensemble](#), Chicago, IL (2014-2015); **Theater House Intern**, iO Theatre (2014-2015); **Executive Assistant**, ViewaBill, Chicago, IL (Summer 2013); **Front Desk Associate**, Midtown Athletic Club (Spring, Summer 2013)

### EDUCATION

**B.A. Philosophy**, *Magna Cum Laude*, GPA: 3.62/4.0

December 2012

#### **Minors: Religion, Theater**

Wabash College, Crawfordsville, IN; (HS, Cum Laude, 2008) Woodberry Forest School, Woodberry Forest, VA

**Study Abroad:** University of Aberdeen, Aberdeen, Scotland (2010); Georgetown University, Washington, DC (2009)

**Eli Lilly Scholarship:** Full-tuition scholarship, awarded for leadership, academic achievement, and creativity

**Selected Coursework:** Analytic Philosophy, Symbolic Logic, History of Latin America after 1800, Advanced Spanish Grammar

**Research: Monasticism**, Examined the similarities of Japanese Zen and early Christian monks; **Globalization**, Analyzed

“globalization” in Jacques Derrida’s philosophical essays; **Improv & Ethics**, Demonstrated similarities between improvised performance methods and conclusions spanning the history of Western ethics; **Global Health**, Analyzed healthcare intervention practices to determine success indicators across organizations, with two-week immersion experience in Peru

### LEADERSHIP & PROFESSIONAL DEVELOPMENT

**Eagle Scout:** Awarded 2004; led youth and adult staff implementing National Youth Leadership Training program as Senior Patrol Leader for 100 participants of week-long camp

**Improv Coach**, Wabash College: teacher/coach for student improv group, “S.M.I.T” (Scarlet Masque Improv Troupe)

**Improv Training:** Second City Training Center (Chicago), Annoyance Productions (Chicago), iO Theatre (Chicago)

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**Philanthropy Chair and VP of Public Relations**, Lambda Chi Alpha Fraternity: Raised \$500 for the Boys & Girls Club; led the chapter to log over 1,000 hours of service, doubling service commitment

**General Manager and Big Buddy**, College Mentors for Kids: Facilitated and led programming for 10 local 2<sup>nd</sup> graders and their big buddies; mentored local first-grader and fourth-grader

**Additional Skills:** Adobe Creative Suite; intermediate Spanish; CPR training