

Education

B.S. in Computer Science

Expected graduation: May 2025

University of Massachusetts - Amherst
Commonwealth Honors College

Workshops and Programs

Whitehead Institute Spring Lecture Series

Spring 2021

- Completed laboratory modules in micropipetting, chromatography, and microscopy
- Attended lectures on biodiversity, evolution, and endangered species

Biogen-MIT Biotech in Action Program

Summer 2021

- Attended lessons on protein synthesis, the basics of cell culture, and central dogma theory
 - Listened to guest speakers on Alzheimer's research
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Technical Skills

- Proficient in Microsoft Word, Outlook, Powerpoint, and Excel
 - Proficient in Google Sheets, Docs, and Slides
 - Basic knowledge of Python, Java, HTML, and CSS
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Work Experience

Administrative Assistant at Commonwealth Honors College - UMass Amherst

August 2021 to present

- Writes and distributes email, correspondence memos, letters, faxes, and forms
- Provides general support to other administrative staff
- Analyzes and refines standard operating procedures
- Designs and edits documents, forms, signage, and resources for office staff

Licensed Pharmacy Technician at Wegmans Pharmacy

June 2019 to present

- Processes insurance claims
- Receives and verifies prescriptions
- Accurately counts and dispenses medications
- Maintains the clean environment of the pharmacy
- Ensures that pharmacy adheres to HIPAA laws and infection-control procedures
- Prices and stocks medications in inventory
- Assists customers with the purchase of their medication

Summer Internship as an Office Manager at an Optometrist's Practice

June 2018 to September 2018

Calliope J. Galatis O.D, Brookline, MA

- Organized client files and information
- Made calls to notify clients and to set up appointments
- Cleaned and organized medical supplies
- Took stock of inventory
- Organized the work environment
- Wrote down prescriptions
- Greeted and assisted clients

Certifications/Honors

- Licensed Pharmacy Technician
- Certified in Adult, Child and Baby First Aid/CPR/AED by the American Red Cross
- National Merit Scholar - Commended Student
- AP Scholar with Distinction
- Century Club Member at Canton High School

Community Service

Red Cross Volunteer

June 2020 to present; Volunteered for over 200 hours

- Volunteer Services: Regional Volunteer Screener
- Operations: Volunteer Engagement Lead

Quarantutors Tutor

April 2020 to January 2021

- AP Chemistry tutor
- AP Language and Composition tutor
- Geometry tutor

Extra Curriculars

Canton High School

November 2018 to June 2021

- Founder and Captain of the Canton High School Quizbowl Team
- President of the Canton Human Rights Club
- Editor-in-Chief and Political Columnist for the School Newspaper
- Captain of the Mock Trial Team
- Student Representative for the Canton Public Schools Committee
- Vice President of Medlink

Brookline High School

September 2017 to November 2018

- Event Coordinator and Social Media Manager of the American Red Cross Club
 - SSCC (Students Searching for a Cure for Cancer)
 - Vaccination Club
 - Brookline High School Quizbowl Team
 - Warriors for Change
 - Cross-Country team
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