

Maureen Cobile

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(916) 838-4374

Education

University of San Diego

San Diego, CA

Expected Graduation: May 2019

USD Alcalá Scholarship awarded for excellence in academics

Behavioral Neuroscience Major and Chemistry Minor

3.24 GPA

Experience

VCA Sacramento Veterinary Referral Center

Sacramento, CA

Customer Service Representative Assistant

Summer 2016

- Maintained inventory of patient files including medical history and insurance forms
- Fostered the transition of patient files from paper records to electronic medical records
- Organized, analyzed, and scanned documents such as patient records and important company records

Embody Physical Therapy and Yoga

San Diego, CA

Volunteer

2015-2016

- Organized files of patients by category based on insurance and health information
- Scanned documents such as patient records and other company files
- Maintained orderly work environment by disinfecting equipment after each appointment

Challenge Center

San Diego, CA

Volunteer

Apr 2016-May 2016

- Answered phone calls to schedule physical therapy sessions and provide information about organization
- Assisted with cleaning and maintaining physical therapy equipment to ensure safety of patients
- Provided assistance during physical therapy sessions through participation in assigned exercises

Therapeutic Recreation Services

Carmichael, CA

Assistant Basketball Coach/Volunteer

2011-2015

- Coached athletes with mental and physical disabilities, creating various drills, helping them to gain an understanding of the sport and maintain a healthy lifestyle
- Supervised participants during dances, practices, and games to ensure both safety and enjoyment

Leadership Experience

University of San Diego-Filipino Ugnayan Student Organization

San Diego, CA

Executive Board Member-Commissioner of Cultural Affairs

Spring 2016-Present

- Organize university-wide events to promote awareness and appreciation of the Filipino culture
- Lead general board meetings to help foster a diverse community for students
- Coordinate events with other multicultural organizations and universities to promote unity

University of San Diego-Physical Therapy Club

San Diego, CA

Executive Board Member-Secretary

Summer 2016-Present

- Maintain organized notes of every preparation and general body meeting
- Act as a mentor for students seeking information and connections regarding physical therapy
- Teach advising workshops to better students abilities to find a career they want to pursue

St. Francis High School-Campus Ministry

Sacramento, CA

Christian Service Leader

2014-2015

- Organized nonprofit charity drives school-wide to promote awareness of world events
- Handled all cash donations after large fundraisers efficiently and effectively
- Led prayer services and large school events by participating in planning meetings and speaking at events
- Cultivated the faith of the school community by way of community service

Skills

- Demonstrated experience interacting with a variety of patients including children and persons with mental and physical disabilities
- Proficient in Microsoft Word, PowerPoint, and Excel