

1. Explain your interest in serving as this board position. If you are applying for multiple positions, briefly describe your interest in each.

#### Secretary

I want to be a secretary for AMSA in order to contribute to keeping AMSA organized and running smoothly. While I was a manager for a school project for my physics class, I was in charge of organizing all of the group meetings by preparing agendas and coordinating meeting times. My work made the meetings for our project productive and engaging. I want to use these same skills to benefit AMSA as secretary by working to prepare for the meetings by coordinating room reservations and by keeping the records of the general meetings.

#### Student Life/Publications Chair

As a member of the Student Life/Publications committee during this academic year, I am especially excited about running to be the chair for the committee. During the year I worked with my committee to write and edit the Pre Med Student Guide for the AMSA health conference in February. I enjoyed working with the other members to brainstorm article ideas and to design the cover for the guide. It was very satisfying to see the guide we had worked so hard on being distributed to the attendees of the health conference. I look forward to organizing this publication again this time as the Student Life Chair.

2. Explain your strengths and how they will contribute to your performance as a board member. If you are applying for multiple positions, be specific about how your strengths support each position you are applying for.

#### Secretary

I want to be secretary for AMSA to contribute to an organization that I admire and because I have several traits that will help me to succeed as secretary. For example, as the social chair in the mathematical undergraduate student association (MUSA), I developed clear and organized note taking skills by periodically recording notes for the weekly officer meetings for MUSA. Also, I have a weekly planner that I update regularly to organize my school and work events during the school year. This organizational technique will help me to successfully arrange the room reservations for AMSA in a timely manner.

#### Student Life/Publications Chair

My communication and organizational skills will benefit me as the Student Life/Publications committee chair. First, while writing my articles for the PMSG guide, I improved my ability to create an article with an engaging tone and a reader friendly organizational format. This writing skill will help me to give constructive editing comments to the members of my committee and will improve my contributions to the PMSG guide. Also, as the social chair for the mathematical undergraduate association (MUSA), I was in charge of organizing two social events per semester. My work to arrange events that would be fun, such as Jeopardy or board games, and would help students de-stress (i.e., involved ice cream ☺) during the school year will be valuable while I am planning student life events for AMSA.

3. Describe your experience in previous leadership roles.

During my freshman year I UC Berkeley I have had several leadership roles. First, as the social chair for MUSA, I was the sole person in charge of arranging two game nights

for MUSA general meetings. To prepare for the meetings I had to decide on and purchase snacks and to prepare a group game for the event. Also as an officer in MSUA, I had to help to arrange the student faculty dinner during the Fall 2011. For this event, I helped to choose what type of food would be served at the event and to set up and clean up the dining room before the event. Most recently I worked to coordinate a pi-day celebration. I was in charge of choosing, purchasing, and helping to serve the pies MUSA distributed for free to students in the afternoon on pi day. I had to plan my day out so I would have enough time to buy and deliver the pies to the MUSA room and I had to brainstorm with my group to create a fun game to contribute to the pi day celebration.

I also was part of the PMSG committee in AMSA during this past academic year. My first role was to write two articles for the PMSG guide and to edit my peer's articles. In addition to needing strong writing skills to create interesting and helpful articles I also had to exercise my creativity to help design the cover and formatting of the guide. (I wrote the articles on MD v. MD/PhD and Medical narratives in the PMSG.)

4. Describe the goals you have for this position, and how you plan to achieve them. If applying for multiple positions, go into detail about your goals for each position.

#### Secretary

As secretary for AMSA my main goal would be to keep AMSA running smoothly behind the scenes. This includes having the rooms needed for particular events reserved in a timely fashion and keeping organized minute meetings so we have a record of what went well during a particular meeting and what we should change to make meetings even better. I am also excited about helping to plan the banquet for AMSA. The AMSA banquet is a valuable venue for pre med students to gather to relax after a stressful semester and to leave everyone excited about being part of AMSA during the next semester. I would also like to arrange more events where faculty at Berkeley can interact with students either through luncheons or dinners or by coming in to give a talk during a general meeting.

#### Student Life/Publications Chair

My first goal as the student life/publications chair would be to prepare another fantastic PMSG guide to distribute during the AMSA health conference. In addition, to the cd version of the guide I would be interested in distributing an abridged print version at the conference. In order to enhance the student life of AMSA members, I would like to arrange more social events such as casual dinners at local restaurants or study nights where AMSA members meet to prepare for midterms.