

ALEXANDER CAPALDO

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Education

Indiana University

MASTERS IN MEDICAL SCIENCES

Florida International University

BACHELOR OF ARTS IN HEALTH SCIENCES

Miami Dade College

ASSOCIATE OF ARTS IN CHEMISTRY

Work Experience

Medical Scribe

BAPTIST HEALTH

2016 – 2020

- Document lab results, histories, medications, and doctor-patient interactions.
- Translate from English-Spanish and Spanish-English.
- Worked in urgent cares, private offices, emergency rooms, outpatient and inpatient surgical settings.
- Specialties include Family/Internal/Emergency Medicine, General Surgery, Cardiology, Gastroenterology.

Data Analyst & Office Administrator

BAPTIST HEALTH

2018 – 2019

- Migrated office operations onto Airtable database.
- Tasked with scheduling and crisis management for physicians and scribes.
- Automated chart creation for physicians.
- Created patient forecasting tool to assist in staffing decisions.
- Performed chart reviews and ensured charts were signed.

Scribe Supervisor

BAPTIST HEALTH

2017 – 2018

- Supervised ~60 scribes across 7 urgent care sites.
- Spearheaded the transition from T-System to Cerner.
- Tasked with scheduling, crisis management, and on-call coverage as needed.
- Worked with clients to expand scribe roles and determine staffing needs.

Research & Lab Experience

Targeting TCDS to discover antibiotics against bacterial DNA gyrase

DR. FENFEI LENG

2015 – 2018

Utilization of a fluorescence assay for the discovery of bactericidal molecules.

Over-the-counter vitamin content analysis with HPLC

DR. GEORGINA HART

2015 – 2016

Developed procedures to analyze store-bought vitamins.

General and organic chemistry curriculum development

DR. GEORGINA HART

2014 – 2015

Created lab experiments with a quantitative grading scale for students.

Carbon and boron nitride nanotubes

DR. SERVANDO MUÑOZ

2014 – 2015

Prepared presentations and grant applications for lab funding.

Skills

Lab Equipment & Techniques

HPLC Luminometer PCR DNA Extraction Luciferase Assay Chromatography

Languages

English Spanish

Software

Microsoft Office Suite Cerner T-System Dragon Dictation Slack

Programming

Swift Javascript HTML CSS Java LaTeX

Databases

Diveport / ProDiver Tableau SQL / SQLite Airtable

Technologies

bash / zsh git Github / Gitlab AppleScript Markdown

Compliance

HIPAA GMP / GLP

Certifications

CPR AED First Aid MS Office Specialist

Internships & Volunteering

Quality Control Intern

SWITCHBOARD OF MIAMI

Developed a training and retraining program for behavioral analysts to improve counseling.

2014 – 2015

Suicide Hotline Volunteer

SWITCHBOARD OF MIAMI

De-escalated suicidal individuals and directed them towards a care plan.

2013 – 2014

ER and IV Preparation Volunteer

BAPTIST HOSPITAL

Assisted in labeling of medication and transportation of lab specimens.

2013 – 2014

Accolades & Memberships

Dean's List Recipient

10+ SEMESTERS

2013 – 2019

Alpha Epsilon Delta Honor Society

MEMBER

2016 – 2017

Medically Engaged Diverse Students

MEMBER

2016 – 2017

Presidential Volunteer Service Award

GOLD LEVEL RECIPIENT

2015 – 2016

Phi Theta Kappa Honor Society

MEMBER, TREASURER

2013 – 2015