

# ALEXANDER CAPALDO

786-223-0912  
alex@capaldo.io  
Miami, Florida  
capaldo  
capaldo.io

## Education

### Florida International University

BACHELOR OF ARTS IN HEALTH SCIENCES

2016 – 2019

### Miami Dade College

ASSOCIATE OF ARTS IN CHEMISTRY

2013 – 2015

## Clinical Experience

### Medical Scribe

BAPTIST HEALTH

2016 – PRES

- 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.

## Work Experience

### 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.
- 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

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

2016 – 2018

### Over-the-counter vitamin content analysis with HPLC

DR. GEORGINA HART

*Developed procedures to analyze store-bought vitamins.*

2015 – 2016

### General and organic chemistry curriculum development

DR. GEORGINA HART

*Created lab experiments with a quantitative grading scale for students.*

2014 – 2015

### Carbon and boron nitride nanotubes

DR. SERVANDO MUÑOZ

*Prepared presentations and grant applications for lab funding.*

2014 – 2015

## 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

## Skills

---

### Languages

English

Spanish

### Software

Microsoft Office Suite

Cerner

T-System

Dragon Dictation

### Lab Equipment

HPLC

Autoclave

Pipette / Micropipette

Luminometer

### Programming

C

Swift

Java

Javascript

HTML

CSS

LaTeX

### Databases

Diveport / ProDiver

Tableau

SQL / SQLite

Airtable

### Technologies

bash / zsh

git

Github / Gitlab

AppleScript

### Compliance

HIPAA

GMP / GLP

### Certifications

CPR

AED

First Aid

MS Office Specialist

## 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