

ALEXANDER CAPALDO

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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

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