
PERSONAL STATEMENT

I believe my 6 years of research experience, 3 years of healthcare administrative experience, and expanding knowledge of the computer sciences would make me an asset for your institution.

EDUCATION AND DEVELOPMENT

Formal Education:

2020 – Present	University of Victoria	Master of Science (M.Sc.) in Health Information Science
2019 – Present	University of Victoria	Bachelor of Science (B.Sc.) in Computer Science
2015 – 2018	University of Alberta	Master of Science (M.Sc.) in Experimental Surgery
2009 – 2013	Grant MacEwan University	Bachelor of Science (B.Sc.) in Biological Sciences

Professional Development Courses:

2017	Grant MacEwan University	The Basics of Project Management (PRDV 0819) Stakeholder, HR and Communications (PRDV 0849)
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AWARDS AND SCHOLARSHIPS

2016	Cancer Research Institute of Northern Alberta (CRINA) Best Poster Award
2016	Faculty of Graduate Studies and Research Graduate Travel Award
2012	Jason Lang Scholarship
2011	Jason Lang Scholarship
2011	MacEwan University Arts and Science Faculty Scholarship

RELEVANT CAREER EXPERIENCE

Otolaryngology – Head and Neck Surgery Research Laboratory of Alberta (OHRLA) 08/2015 – 07/2018

Research Assistant

10/2017 – 07/2018

Experimental Surgery Postgraduate Research Project (M.Sc.)

08/2015 – 06/2018

Edmonton, Alberta, Canada

Role involved the development and conduction of experiments studying the effects of novel chemotherapeutics on HPV-positive and HPV-negative head and neck cancers.

Key experiences:

- Cell line culture and maintenance, DNA, RNA, and protein extraction (protein extraction emphasizes histone extraction using acid), SDS polyacrylamide protein gel electrophoresis, Western Blotting, immunofluorescence-based assays and microscopy, RT-PCR, Droplet Digital PCR (ddPCR), MTT assays, Annexin V and Propidium iodide assays, wound healing assays, protein quantification utilizing nanodrop and BCA assays, aseptic technique
- NCBI BLAST searches and application for protein structure and primer design
- Experimental design, implementation, data analysis, and reporting
- Standard operating procedure (SOP) validation and design
- Adherence to Laboratory Health and Safety procedures
- Management of multiple projects with strict timelines, budgets, and resource availabilities
- Produced and delivered several scientific presentations at conferences at both local and international venues
- Training students and coworkers

Alberta Health Services

08/2014 – 08/2016

Edmonton, Alberta, Canada

Clerk IV:

Relief for various administrative positions including Clerk II-IV, Secretary II, and Unit Clerk within the Kaye Edmonton Clinic and University of Alberta Hospital. Developed new procedural changes to the Spine Assessment Clinic following transfer to new EMR system.

Key experiences:

- Healthcare administrative duties including medical transcription, consultation and procedure scheduling, and form design
- Optimization and implementation of SOPs
- Training new staff

John Simon and Associates Ltd

03/2015 – 09/2015

Edmonton, Alberta, Canada

Consultant, Data Auditing and Entry:

Aided orthodontic research enterprise SmileSonica as a third-party consultant with data auditing and entry of clinical research case report forms (CRFs) into database in support of a regulatory approval application.

Key experiences:

- Data auditing and entry

Otolaryngology – Head and Neck Surgery, Dr. Daniel O'Connell

09/2013 – 06/2015

Edmonton, Alberta, Canada

Medical Office Assistant:

Tasks included filing and related administrative work, implementation of administrative optimization procedures within the office, booking/informing patient referrals, as well as conducted clinical days for Dr. O'Connell's practice.

Key experiences:

- Healthcare administrative duties including medical transcription, consultation and procedure scheduling, and form design
- Optimization and implementation of SOPs, surgical database creation and maintenance
- Training new staff

Royal Alexandra Hospital, Cardiology Research

11/2013 – 01/2014

Edmonton, Alberta, Canada

Research Assistant:

Research Assistant under principal investigators Dr. M. Dorsch and Dr. N. Wahab. Initially a voluntary position (see below) small grant allowed funding October 2013 – January 2014.

Key experiences:

- Data gathering, filing, statistics, and database entry procedures for various clinical research databases, registries, and CRFs
- Assisted with patient selection and recruitment for various clinical trials

Additional (non-relevant) work experience available upon request

ADDITIONAL RELEVANT COMPETENCIES

- 13 abstract publications, 6 peer-reviewed journal publications, 1 thesis, and 1 book chapter.
- Audited, coordinated, and introduced efficiency standards in various medical offices within a team setting
- Contribution to the coordination of conference-style events
- Produced and maintained accurate records
- Maintained an excellent rapport with patients and coworkers
- Navigation, storage, and manipulation of source code using Gitlab version control
- Familiar with database creation and entry utilizing Excel, RAVE, and Microsoft Access
- Familiar with HTML5 and CSS3 languages, graphic design and photo manipulation Adobe Photoshop and Illustrator
- Familiar with C, object-oriented programming utilizing Python and Java
- Experience with application of statistical analysis using StataMP, Microsoft Office Suite, various electronic medical record (EMR) applications, various proprietary applications, and several field-specific data analysis applications

VOLUNTEER EXPERIENCE

General Surgery Medical Observership, Dr. Walter Yakimets

07/2017 – 08/2017

Edmonton, Alberta, Canada

Observing Student

First Annual Department of Surgery Graduate Student Research Day

11/2016 – 05/2017

Edmonton, Alberta, Canada

Planning Committee Member

WISEST/HYRS

07/2016 – 08/2016

Edmonton, Alberta, Canada

Mentor

Boys and Girls Clubs Big Brothers Big Sisters of Edmonton & Area

03/2013 – 02/2016

Edmonton, Alberta, Canada

Mentor/Student Representative/Recruiter

Royal Alexandra Hospital, Cardiology Research

06/2013 – 08/2014

Edmonton, Alberta, Canada

Research Assistant

Volunteer experience prior to 2014 available upon request

Thank you for your consideration