

## MELISSA S. SANCHEZ

333 53rd St. Apt. 2, West New York, NJ 07093 | (201) 988-4604 |  
[melissa9188@gmail.com](mailto:melissa9188@gmail.com)

---

**OBJECTIVE:** To obtain a part/full time position in the medical, health-related or business setting.

### **EDUCATION:** Bachelor of Science, Biology anticipated May 2013

SAINT PETER'S COLLEGE, JERSEY CITY, NJ  
Major- GPA 3.052/3.0

#### **Relevant Courses**

Fundamentals of Biology I & II	Cell	and
Molecular Biology		
Fundamentals of Chemistry I & II	Anatomy	and
Physiology		
Calculus for the life Sciences	Seminar	in
Biology I		
Organic Chemistry I & II		
Biochemistry		

### **EXPERIENCE:** ETON BIOTECH LABORATORIES SERVICES

#### **Intern: Lab Technician Assistant**

November 24,

2014- February 28, 2015

- Take concentrations of samples (Plasmids, PCR both purified and unpurified), and dilute according to sample size indicated
- Prepare DSC and PCR-p plates and load onto thermo-cycle
- Record keeping and cleaning of equipment
- Observed processing of sample plates and purification
- Strong attention detail

Meadowlands Hospital, Secaucus, NJ

#### **Volunteer: Nurses' Aide**

Summer 2009

- Assisted nurses with clerical and patient support tasks
- Provided patients their meals in accordance with their special diets
- Transported medical materials within the facility

### **EMPLOYMENT:** Crystal Lens Express

#### **Billing and coding/Sales Associate**

February

2011- Present

- Promote the sale of eye glasses and accessory products
- Speak to customers about financial options through Care Credit
- Verify patients' eligibility and benefits through insurance companies
- Bill for patients services performed at office visit

Saint Peter's University

#### **GEM Mentor/Laboratory Aid**

January 2011- May

2013

- Tutor freshmen student for Fundamentals of Biology I & II
- Advise students with transition from High School into College, and academic courses
- Assist instructor and students with experimental procedures for Fundamentals of Biology laboratory

Portrait Innovations, Clifton, NJ

**Photo Studio Assistant**

May 2010- October

2010

- Took portraits by use of Fujifilm DSLR of individual and groups
- Used various props to bring scenery to life
- Showed and adjusted pictures on POS software

**LANGUAGES:**

Spanish and English fluency

**SKILLS:**

Microsoft Computer Specialist: Microsoft Word, PowerPoint, and

Excel