Melissa S. Sanchez

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**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