

GIZEM IVY ICDUYGU

469.664.9780 | ivygizem@gmail.com

EXPERIENCE

Ngoc, Phuong Tran DO Family Clinic, Austin, TX- *Medical Assistant/Office Staff*

September 2019-Current

- Communicate with patients efficiently and precisely in person and over the phone to schedule appointments and share sensitive medical information
- Act as a liaison between the doctor and insurance companies and laboratories
- Independently take patient vitals and prepare charts
- Assist in medical procedures

Kendra Scott, Austin, TX- *Seasonal Stylist*

September 2019-December 2019

- Exhibited the company's standards in style, friendliness, and professionalism
- Flexibly alternated between sales roles: hands-on customer assistance, color bar, check out, item retrieval, returns, exchanges, and phone and online orders
- Matched customers with the perfect jewelry to fit their personal styles
- Represented the company at off-site sales events

Nokonah Condominiums, Austin, TX- *Front Desk Concierge*

November 2017- June 2019

- Provided assistance for the residents: receiving visitors, filing maintenance requests
- Logged packages and deliveries daily
- Communicated with residents and businesses over the phone
- Greeted residents and guests in a professional and welcoming way
- Monitored security cameras and operated security doors and gates

EDUCATION

University of Texas at Austin

August 2016 - Present

- Major in Genetics with a minor in Arabic
- Expected Graduation Date: May 2021
- Pre-med student pursuing medical school

SKILLS

- CPR trained
- 1 year laboratory experience through the University of Texas at Austin
- Fluent in Turkish, English, and German. Conversational proficiency in Arabic
- Ability to communicate effectively with others
- Fast learner, motivated, and efficient