

Kaitlin Ou

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EDUCATION

The University of Texas at Austin, Austin, TX

May 2022

Bachelor of Science in Human Biology; GPA 3.88

- Business Minor, McCombs School of Business (18 hours of coursework)
- Pre-Health Professions Certificate, College of Natural Sciences (18 hours of coursework)

EXPERIENCE

Lone Star Pediatrics – *Clerical Worker*; Austin, TX

September 2017 – August 2019

- Compiled and processed patient medical records into an online database utilized by all staff in the clinic
- Arranged and handled all the necessary documents for patient visits

Arbor Family Medicine – *Shadowing*; Austin, TX

June 2019 – August 2019

- Developed a deeper understanding of medicine and the doctor patient interaction during appointments while improving bedside manner
- Assisted the doctor during appointments by measuring each patient's blood pressure

ACTIVITIES & LEADERSHIP

Epic Movement – Austin, TX

August 2018 – Present

Outreach Team (August 2020 – Present)

- Developed weekly discussion questions, icebreakers, and event pages
- Prepared weekly lessons by creating PowerPoints; presented lessons to members in attendance

Large Group Team (August 2019 – May 2020)

- Organized weekly all member gatherings (Large Group) with 60+ students in attendance
- Contacted speakers and invited them to speak at Large Groups; provided each speaker with a brief summary on what to speak about

Intramural Sports Coordinator (August 2019 – May 2020)

- Arranged intramural sports each semester by encouraging members to sign up, creating teams, and designating team captains
- Corresponded with the associate director of intramurals to secure playing times for the organization

Texas Pre-Dental Society (TPS) – *Public Relations Committee*; Austin, TX

February 2021 – Present

- Created an informative presentation about the organization to increase membership, especially in freshmen
- Formulated health and wellness activities for adults with disabilities and participated in the activities with them over Google Meet

SLOSH (Social Dance) – *SLOSH Leader*; Austin, TX

August 2019 – May 2020

- Prepared weekly social dance lessons and coordinated these lessons with a partner
- Promoted social dancing as an exciting way to meet new people by hosting mixers with other organizations on campus and inviting students from the social dance class to our weekly lessons

Health Occupations Students of America (HOSA) – *Member*; Austin, TX

August 2018 – May 2019

- Facilitated the HOSA booth during Explore UT, an annual event that motivates kids to achieve a higher education, by walking through interactive activities that related to the cardiovascular system
- Supervised spectators at university football games by ushering them to their seats and ensuring their safety

SKILLS

Technical/Computer Skills: Experience with Microsoft Office and Canva; Familiar with R Studio

Languages: Conversational Mandarin

HONORS AND AWARDS

- University Honors (5 semesters)

Fall 2018 – Fall 2020