

# Kayla Rizqi

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## EDUCATION

### UNIVERSITY OF CALIFORNIA SAN DIEGO

San Diego, CA

*Bachelor of Science in Global Health, minor in Business*

*Graduation Date: December 2023*

- Relevant classes: Biology, Chemistry, Biostatistics, Sociology/ Health Care Issues, Global Health Policy, Epidemiology, Project Management in Health Services
- Organizations/Awards: Provost Honors

## WORK EXPERIENCE

### FAMILY HEALTH CENTERS OF SAN DIEGO

San Diego, CA

*Administrative Assistant*

*July 2023 – Present*

- Enroll incoming providers to Medicare, Medicaid and Medical
- Assist with credentialing of incoming providers to Family Health Center
- Communicate with providers regarding their licenses and privileges

### OFFICE OF HEALTH AND WELL-BEING

San Diego, CA

*Student Health Advocate*

*November 2022 – June 2023*

- Hold weekly meetings among the student health advocate team and other teams in the office of health and well-being to plan out projects and events
- Collaborate with varied existing student health admin resources and student campus partners to raise awareness and help expand our scope in impacting student health and overall wellbeing.
- Past projects involve sexual harassment & violence, mental health awareness, student insurance policies, drug & alcohol abuse prevention & awareness, and related fairs

### HANNA'S CREAMERY & CAFE

San Diego, CA

*Cafe Server*

*September 2022 – March 2023*

- Service guest with food and beverage requests in timely and professional manner
- Operate cash register and credit card machine in guest payment processing

### KUMON

Gilbert, AZ

*Instructor*

*October 2020 – December 2020*

- Mathematics instructor for students age ranging from 8-10
- Assisted with 2-4 students on a weekly basis to complete algebra worksheets on Zoom

### CENTRAL BANK OF INDONESIA

New York, NY

*Research Intern*

*February 2020 – April 2020*

- Constructed a research paper regarding the policies that are implemented in the US to counteract the circulation of counterfeit money

## LEADERSHIP & ACTIVITIES

### STUDENTS FOR GLOBAL HEALTH

San Diego, CA

*Finance Committee*

*September 2022 – June 2023*

- Securing the venues to hold our general body meetings
- Partner with restaurants or stores to fundraise for the club

### INDONESIAN MUSLIM YOUTH IN AZ (IMYAZ)

Phoenix, AZ

*Public Relations*

*January 2021 – June 2022*

- Conduct weekly meetings with other board members to coordinate Zoom events including social events and lecture style events
- Meet with Indonesian Muslim youth group in other areas (California, Texas, Vancouver Canada)
- Foster club engagement by maintaining social media accounts including Instagram and Facebook with upcoming events

## SKILLS & INTERESTS

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**Skills:** Microsoft Office (Word, Excel, PowerPoint, Outlook), Social Media (X, Facebook, Instagram, TikTok) for information and event promotion, Frontend Coding (HTML, CSS, JavaScript)

**Language:** Japanese, Indonesian, English

**Interests:** Health Administration, Health Policy, Public Health, Epidemiology, Community Health