

# Mary Falcon

707-334-7696 | ohmfalcon@gmail.com  
linkedin.com/in/maryfalcon/

## PROFILE

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- I am a research assistant with a background in public health and education, who is able to provide organizations with flexibility, consistency, a solid work ethic, and a commitment to achieving excellence amidst changing schedules.

## EDUCATION

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**University of California Berkeley**  
*Bachelor of Public Health*  
Minor in Math & Science Education

Berkeley, CA  
May 2016

## EXPERIENCE

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**California Emerging Infections Program/CDC**  
*Research Assistant*

Oakland, CA  
August 2017- Present

- Assist with the collection, entry, abstraction, and closing out of over 2000 foodborne-illness related cases from San Francisco, Alameda, and Contra Costa counties
- Organize files and transfer recorded cases from paper to an electronic database (Access)
- Interview over 200 patients, controls, and cases within the local jurisdiction for public health research and study
- Interact with patients, hospitals, physician offices, immunization registries, and laboratories to obtain information pertaining to food-borne related outbreaks and vaccine history
- Conduct case exposure ascertainment through weekly interviews and follow standardized questionnaires and record/code answers
- Extract data from California Department of Public Health database and hospital records to complete over 500 case reports

**Kindred RehabCare**  
*Rehabilitation Technician*

Vallejo, CA  
December 2016- August 2017

- Maintained and consistently audited 50 patient files and records daily for the rehab department, using Casamba Smart Suite and MS Excel
- Supported therapists administratively by printing daily, weekly, monthly progress reports and monitoring insurance accountability
- Assessed patient satisfaction by conducting post-rehabilitation surveys after discharge
- Data entry for patient records, fax correspondence with patient health offices

**YWCA Berkeley/Oakland**  
*Student Leadership Board Member*

Berkeley, CA  
January 2015- May 2016

- Co-facilitated and organized Shadow Day 2015 and 2016, and helped enroll and pair 300 college students to mentor and shadow local high school students
- Led an Activities Committee to plan activities with a team for student-mentor pairs during Shadow Day

## SKILLS

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- Microsoft Office Suite- Excel, Access, Word, Powerpoint
- Adobe Photoshop, InDesign