

# ELIZABETH McBURNEY

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## EDUCATION

**The University of Texas at Austin**

Bachelor of Science and Arts, Biology

May 2020

Bachelor of Arts, Spanish

*Overall GPA: 3.70*

## EXPERIENCE

**Cherokee Nation Businesses – Marketing Internship, Tulsa, OK**

Summer 2017

- Corresponded with 60 guests per day to maintain customer satisfaction
- Informed 75 VIP guests per day of the monthly events and promotional deals

**Robin Healthcare - Medical Scribe, Austin, TX**

Summer 2019 - Present

- Observe medical doctor-patient interactions and complete medical charts
- Document patient status, diagnosis, prescribed treatments, etc. for medical billing
- Learn valuable medical terminology and anatomy
- Used Spanish proficiency to include extra details in documentation

## LEADERSHIP EXPERIENCE AND ACTIVITIES

**PLUS Facilitator**

Spring 2018

- Study leader for Cellular Biology 320
- Attend weekly planning sessions with the professor to review course material
- Organize and lead weekly study sessions for current students

**Happy Wheels Cart Volunteer**

Fall 2017 - Present

- Volunteer weekly at St. David's North Austin Hospital
- Visit the children's emergency room, pediatric intensive care unit, and medical surge unit to provide children and families with snacks, toys, books, toiletries and other necessities
- Able to converse in English and Spanish with patients and their families

**Women in Medicine, Active Member**

Fall 2017 - Present

- Attended weekly meetings to learn more about opportunities in the medical field
- Networked with leaders in the field about what working in the medical field is like in reality

**Women in Medicine, Talent Contest Committee Member**

Fall 2017 - Spring 2018

- Executed set up for the Talent Contest

**Women in Medicine, Officer - Trip Coordinator**

Fall 2018 - Present

- Facilitate medical school visits
- Liaison between medical school representatives and Women in Medicine
- Attend weekly officer meetings and general member meetings
- Assist other officer's with their responsibilities

**Alpha Delta Pi, Member**

Fall 2016 - Present

**Pride Leader**

Spring 2017 - Fall 2018

- Tasked with leading weekly bonding activities for all members of the chapter
- Encouraged chapter engagement by hosting events for members to bond

**Alumnae Correspondence Committee**

Fall 2017

- Facilitated communication with alumnae as we invite them back for a family event

**Parents Club Chair**

Spring 2018

- Facilitated communication between the Parents Club and members of Alpha Delta Pi regarding events
- Organized sign ups for events

**Recruitment Information Manager**

Fall 2018-Fall 2019

- Review resumes and recommendation letters of Potential New Members participating in Formal Recruitment
- Organize and execute recruiting events for Potential New Members
- Act as a liaison between Alpha Delta Pi Recruitment Team and Alumnae Associations
- Execute pairings between Potential New Members and current Delta members during recruitment events
- Lead Membership Selection Session in order to extend bid invitations to Potential New Members

**Research Assistant, Project SEED**

Spring

2019-Fall 2019

- Executed presentations to Spanish speaking families in order to secure their participation in the research study
- Conducted surveys, computer tasks and interviews to collect data about bilingual families
- Collected saliva samples, blood pressure, and heart rate of participants

**HONORS**

- University Honors
- Dean's Honor List, Magna Cum Laude

Spring 2017

Fall 2018

**ADDITIONAL INFORMATION****Computer Skills:** MS Word, Excel, PowerPoint**Languages:** Proficient in Spanish**Interests:** Sports**Work Status:** Eligible to work in the US without restriction