

Wendy Ramirez

9519 Summer Laurel Ln. Houston Texas, 77088 · ramirezwendyj88@gmail.com 346.754.4505

Objective

Enthusiastic, compassionate and dedicated Second-Degree Nursing student who is detailed oriented, motivated and organized with excellent patient-centered care.

Education

- **University of Houston-Sugarland**, Accelerated Bachelors of Science in Nursing Student **January 2020-Present**
Expected Graduation Date: December 18, 2020. GPA 3.455
- **University of Houston-Downtown**, Bachelor of Science in Biology with minors in Philosophy and Microbiology **May 2015**
Expected Graduation Date: December 18, 2020. GPA 3.33

Clinical Experience

- Memorial Herman-Katy Medical Surgical Unit **February-March 2020**
- UT Harris Health County Psychiatric Center **February-March 2020**
- Devereux Advanced Behavioral Health **February 2020**

Certifications

- American Heart Association CPR BLS Certification **June 2019-2021**
- CITI: Social & Behavioral Responsible Conduct of Research CITI Training for Human Subjects **June 2020**
- CINAHL Education Certificate for Power of Nurses to Advocate for Policy Change **June 2020**
- CINAHL Education Certificate for Decision Making: Ethical Aspect **June 2020**
- COVID-19 Contact Tracing Certification, University of Houston College of Medicine **May 2020**
- Sigma Theta Tau Nurse Manager Program Certification **February 2020**
- CNE Pediatric Immunization Certificate **February 2020**

Awards

- Congressional Award for Sheila Jackson Lee on Activism and Community Service Excellence **2016**
- Dr. William V. Flores Student Award for Community Service Excellence **2015**
- Scholars Academy Community Service Award **2012-2015**
- Scholars Academy Honor Corps **2011-2015**
- Scholars Academy Leadership Award **2012-2015**

Work Experience

- **Baylor College of Medicine, Research Coordinator I** **June 2019-November 2020**
 - Infectious Disease Department
 - Interviewed, screened and recruited patients for study, explained process and procedures to educate participants regarding the research study. Performed literature searches and prepared literature reviews, edited documents, gathered data for grant submission and coordinated meetings.
 - Global Health Department
 - Organized documents for NIH grant Submission, prepared presentations, organized study documents and ensured all information was correct for data entry.
- **Baylor College of Medicine, Education Coordinator III** **October 2017-May 2019**
 - Served as the source of contact for the nine sites of the VA Quality Scholars (VAQS) program, a national fellowship in healthcare quality improvement for post-doctoral nurses, physicians, pharmacists, and other healthcare professionals.
 - Managed Blackboard structure and Adobe Connect platform for weekly web-based seminars.
 - Managed program's activities, organized meetings, created agendas, kept meeting minutes, created program progress reports, created and analyzed surveys. Managed calendars and arranged all travel for the team.
 - Coordinated inventory, ordered and shipped supplies to program sites across the country.
 - Provided support for the program directors, including reviewing research protocols, arranging interviews and facilitating communication within the coordinating center.
- **Willowbrook Methodist Hospital, Laboratory Technician** **September 2016-October 2017**
 - Correctly Processed over 400 specimens daily, in the Main Lab and Pathology, verified all specimens received were in correct order for data entry.
 - Transported, received and prepared organs and tissue specimens to be examined by the Pathologist. Created a filing system to organize specimens slides.
 - Communicated with medical staff regarding performed and future exams.

Wendy Ramirez

9519 Summer Laurel Ln. Houston Texas, 77088 · ramirezwendyj88@gmail.com 346.754.4505

- **University of Houston-Downtown, Undergraduate Research Assistant** **August 2011-July 2012**
 - Executed protocols, collected and analyzed data, drafted research papers and presented results at conferences for a project searching for antiviral agents to inhibit the spread of Herpes Simplex Virus.
 - *The Detrimental Effects of Garlic Extracts of Herpes Keratitis* presented at the following conferences:
 - Science Research Conference (SRC), University of Houston-Downtown, April 12, 2012.
 - Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) San Jose, CA, October 27-30, 2011.
 - Graduate School and Internship Fair (GSIF), University of Houston-Downtown, October 7, 2011.

Leadership Experience: University of Houston-Downtown

- **Scholars Academy** **July 2011-May 2015**
 - *Peer Mentor (July 2011-May 2015)*-Mentored 48 Scholars Academy members throughout their academic year.
 - *Tutor (August 2012-May 2014)*-Tutored students in the field of Biology to enhance their academic performance.
 - *College Success Program Leader (August 2012-May 2015)*-Mentored 26 freshman students in skills essential to becoming successful college students.
- **Student Government Association, Legislative and Executive Roles** **August 2010-May 2013**
 - Voiced and advocated for students' needs and concerns through various leadership roles including: Representative (2010-2011), Speaker (Spring 2011-2012) and Secretary (2012-2013).
- **Health Professions Organization, Secretary** **August 2011-December 2013**
 - Provided students pursuing the medical field shadowing and volunteer opportunities, seminars, fieldtrips, and MCAT prep sessions.

Volunteer Experience

- **St. Monica Catholic Church** **August 2017-Present**
 - *Spanish Mass Pastoral Counsel Representative (August 2018-Present)*-Elected. Voting member, coordinates annual retreats, volunteers in events, engages and empowers youth through personal development workshops.
 - *Assistant Choir Director (August 2017- Present)*-Lead and practice with a group of 15 children, grades 1-12 to play guitar and sing during Spanish masses.
 - *Catechist; Grades K-5- (August 2017-May 2019)*-Developed curriculum based on the Catechism of the Catholic Church to teach children the foundations of the Catholic faith, in addition to teaching Confirmation and First Communion classes for groups of 17 children each semester.
- **Casa Juan Diego Catholic Worker** **October 2010-February 2017**
 - *Clinic Manager (October 2010-February 2017)*-Conducted and managed clinic operations, responsible for ensuring Harris County policies were followed thoroughly. Prepared patient histories, filed charts, entered patient information on clinic database, ordered labs, assisted physicians with clinical and administrative tasks.
 - *Home of Hospitality Volunteer (August 2010-July 2016)*-Served in a home of hospitality for a vulnerable and underserved population. Sorted through donations, prepared food and clothing for community distribution, tutored children living in the house, translated documents and interpreted for guests.
- **Living Hope Wheelchair Association, Volunteer Coordinator** **July 2008-May 2016**
 - Recruited volunteers, coordinated fundraisers, scheduled appointments, translated documents, interpreted encounters for members and organized paperwork.