Sonia Gupta

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Github: https://github.com/sonia589

**Summary:**

Data analyst with exceptional skills in condensing large data sets to illustrate a meaningful story. Adaptable and collaborative, efficient in working independently or as a team player to obtain information from a variety of sources and provide analysis to a variety of audiences. Proficient in solving complex problems.

**Technical Skills:**

* Tools: Python, SQL, Java script, HTML/CSS, R, Machine Learning, Tableau

**Projects:**

Emegency Room Utilization: Need link

**Professional Experience:**

**Medical Oncology Associates: Long Island, NY**

Transcriptionist/Medical Assistant: November 2016-Present

* Review and edit patient progress notes dictated by physicians for clarity, consistency, and proper medical terminology
* Follow up with physician to ensure accuracy of reports
* Enter reports into electronic medical records system
* Assist nursing department by preparing exam rooms, rooming, taking vitals, and reviewing medications for patients

**T. Ravishankar, M.D. PLLC: Long Island, NY**

Medical Assistant: November 2016 – March 2017

* Obtained vitals including weight, blood pressure, and heart rate and completed a medication review for every patient
* Set up exam room and procedure trays for thyroid biopsy and assisted physician during procedure
* Performed Hemoglobin A1C finger stick testing
* Prepared patient charts

**Newport Brain Research Lab: Newport Beach, CA**

EEG Administrator/Neurometric EEG Analyst: July 2015–June 2016

* Created and developed an administrative position in the research department
* Managed the EEG laboratory by coordinating all communication with research professionals, tracking all neurodiagnostic data, and organizing data collection projects
* Managed various clinical trial databases and compiled data for published research literature
* Provided interpretation of raw electroencephalography data to create diagnostic reports which assisted clinicians in assessing the course of treatment for a subset of psychiatric patients diagnosed with PTSD, Anxiety, Depression, and Autism

**Dent Neurologic Institute: Buffalo, NY**

Medical Assistant: March 2014-May 2015

* Provided excellent patient service in a busy multi-provider, multi-specialty medical institute
* Prepared patient charts for medical providers
* Roomed and updated the medical, family, and social history of every patient
* Additionally, verified medications and obtained vitals signs on every patient
* Educated patients with institutionalized preventive care healthy living tips
* Assisted provider’s as a medical assistant in several departments throughout the institute to ensure proper coverage

**Brain Treatment Center: Newport Beach, CA**

Neuromodulation Technician: May 2013-February 2014

* Conducted electroencephalograms and provided transcranial magnetic therapy treatments to patients affected by a variety of psychiatric disorders including Anxiety, Depression, PTSD, and Autism.
* Assessed patient’s clinical progress based on changes in sleeping habits and behavior

**Education:**

**University of California, Irvine**Bachelor of Science in Public Health Sciences

**Certifications:**

**University of California, Irvine**

Certification in Data Visualization and Data Analytics