Sonia Gupta

Murrieta, CA - SoniaGupta589@gmail.com - (714) 925-0406

**Objective:**

A university graduate with a B.S in Public Health Sciences possessing a variety of experience in healthcare administration, direct patient care, and research and data analytics. Looking to acquire a position in in which I can use my experience and analytical skills to make a positive contribution.

**Qualifications:**

* 3 years research experience, 4 years of health administration and patient care experience
* Strong knowledge of data analytics and technical programs.
* Excellent skills in Microsoft Office, Adobe, and Electronic Medical Records systems
* Strength in preparing, analyzing and managing databases to develop research projects
* Familiar with laboratory processes including Centrifuging, Western Blot, and PCR techniques
* In depth knowledge of patient confidentiality and privacy per HIPAA Compliance standards
* Good interpersonal, communication, and collaborative skills
* Multilingual: fluent in Hindi, English and Spanish.

**Projects:**

https://public.tableau.com/profile/sonia5311#!/vizhome/NYcitibike/NewYorkCitiBikeDashboard

**Skills:**

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

**Education:**

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

**Certifications:**

**University of California, Irvine**

Certification in Data Visualization and Data Analysis

**Professional Experience:**

**Medical Oncology Associates**

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**

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**

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**

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**

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

**Northtowns Oral and Maxillofacial Surgery**

Patient Care Coordinator: September 2012-May 2013

* Managed various office duties including scheduling appointments, completing insurance forms and maintaining and ordering inventory.

**Internship Experience:**

**American Diabetes Association**

Intern: March 2011-December 2012

* Responsible for research project which required obtaining resources for medical treatment for low income patients effected by Diabetes and relaying information for available options to families in need
* Assist with administrative duties including making registration packets, data entry, copying/faxing, and answering phones

**Cahalan Research Lab**

Research Assistant: September 2008-December 2010

* Worked under the supervision of academic research faculty and conducted experiments to find the function of calcium concentration in immune cells
* Utilized PCR and Western Blot techniques for molecular analysis
* Utilized microscopic analysis to examine cells
* Labeled specimens, updated documents, and updated data logs
* Maintained laboratory by cleaning and sterilizing glassware and ordering necessary supplies