

**EMILY CHEN**  
773 Castro Street  
San Francisco, CA 94114  
(909) 839-3299  
emily.chen@kp.org

## **EDUCATION**

**University of California, Davis**  
*Davis, California*

**September 2009-June 2012**

Bachelor of Science in Clinical Nutrition

**Mount San Antonio College**  
*Walnut, California*

**February 2007-June 2009**

Honors Program

## **WORK EXPERIENCE**

**Vision Service Assistant II**

**October 2016- present**

***Kaiser Permanente (San Francisco, CA)***

Assists with patient and provider needs in a multidisciplinary Eye Care department. Work up patients by determining relevant ophthalmic testings based on the patient's medical history and complaints. Additionally functions as qualified bilingual staff II for basic and medical Mandarin translations. Maintains equipment, supplies, and medication necessary for daily clinic needs. Obtained certified ophthalmic assistant license and was promoted from VSA I to VSA II, then assigned as primary assistant for the Eye Care glaucoma clinic. Responsible for maintaining clinic schedule flow and managing various aspects of the clinic. Sets up and assists with glaucoma procedures. Schedules glaucoma surgery, coordinates with the operating room and surgery center ensuring compliance, maintains surgical consent forms, and provides surgery instructions.

**Medical Scribe**

**December 2014- December 2017**

***UC Davis Medical Center (Sacramento, CA)***

Accompany providers at the UC Davis Emergency Department and MIND Institute to record all aspects of patient encounters. Navigate electronic medical record (EPIC) to properly document patient histories, complaints, exams, work ups, and consults.

Implement clinic site with ophthalmologist and establish medical note template to ensure proper reimbursement at the UC Davis Eye Center. Assist with overall patient flow at the clinic. Prepare the comprehensive ophthalmologist by prepping charts and presenting patient history. Follow the provider to document all patient encounters, refill medications, send referrals, order testings, and provide patient instructions. Communicate provider needs with technicians, scheduler, and office staff. Shadow procedures and cataract surgery.

Train employees on medical knowledge, medical terminology, and site-specific protocols at the Emergency Department, MIND Institute, and

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**Tissue Recovery Coordinator-Per Diem**

**July 2014- March 2015**

***Sierra Donor Services (Sacramento, CA)***

Recovered musculoskeletal tissues including skin and bones from consented deceased donors. Sterilely prepared donors, surgically recovered tissues, and reconstructed donors in operating rooms. Collected and labelled testing samples for specimen processing. Responsible for adhering to strict standard operating procedures, donor confidentiality, and safety procedures.

**Medical Assistant**

**October 2013- May 2014**

***Center for Sight (Sacramento, CA)***

Assisted the doctor by checking patients in and out, answering phone calls, scheduling appointments, and verifying insurances. Conducted patient visual testing, electrocardiograms, and triages. Participated in weekly meetings and presentation of protocols. Shadowed patient appointments and consultations.

**Health Community Representative Assistant**

**June 2012- October 2013**

***United States Department of Agriculture (Davis, CA)***

Interned then employed at the Western Human Nutrition Research Center Metabolic Kitchen and Human Feeding Lab. Assisted with food preparation, laboratory organization, and intern training in a research setting. Ensured compliance to study protocol. Selected as nutrition counselor for Ajinomoto's glutamate study. Interviewed study participants for daily food records and provided weight-loss counseling based on nutrition assessments. Collected food intake data for nutrient analysis and recorded weight changes to track participant progress.

**VOLUNTEER/INTERN EXPERIENCE**

**Medical Volunteer**

**May 2014- 2016**

***Rock Medicine (San Francisco, CA)***

First responder to situations needing medical attention at concerts and events. Transporting patients and assisting doctors and nurses with patient recovery.

**Nutrition Intern**

**June 2012- October 2013**

***United States Department of Agriculture (Davis, CA)***

Interning at the Western Human Nutrition Research Center Metabolic Kitchen and Human Feeding Lab. Assisted with food preparation, organization, and training of interns in a research setting.

## OTHER SKILLS

<b>Bilingual</b>	English and Mandarin Chinese (spoken and written)
<b>Lab Experience</b>	Biology, Chemistry, Food Sensory, Microbiology, Physics, Physiology
<b>Computer Skills</b>	Microsoft Excel, PowerPoint, Word, and Teams
<b>Medical Skills</b>	Optical coherence tomography, Visual Evoked Potential, Electroretinography, Humphrey Visual Field, Electrocardiogram, sterile techniques, Epic Electronic Medical Records

## CERTIFICATIONS

<b>Basic Life Support CPR AED</b> <i>American Heart Association</i>	<b>April 2020</b>
<b>Certified Ophthalmic Assistant</b> <i>Joint Commission on Allied Health Personnel in Ophthalmology</i>	<b>July 2018</b>

## PROFESSIONAL AFFILIATIONS

<b>Member, Delta Epsilon Mu Professional Fraternity (Davis, CA)</b> Advanced leadership through meetings, community service, and professional development workshops focusing on the health field.	<b>April 2010-June 2012</b>
<b>Secretary, Delta Epsilon Mu Professional Fraternity (Davis, CA)</b> Created concise records of meetings, organized member listserv, managed elections and voting.	<b>June 2011-June 2012</b>