

# Ruth “Vaughan” Knouse

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## SKILLS

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- Proficient in Microsoft Office Suite
- Well versed in Electronic Medical Records (EMR), specifically DAX Studio, EPIC, CRIS, and PACS
- Flexible and highly adaptable work ethic
- Strong teamwork and interpersonal skills
- Detail oriented with excellent time management and organizational skills
- Ability to work, thrive, and multitask in high-stress, fast-paced environments
- Conversational Spanish-speaker
- Security Clearance: Tier 2 – Non-Sensitive Public Trust.
- Certifications: HIPAA.

## EDUCATION

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**Marshall University, Joan C. Edwards School of Medicine** August 2017–December 2019  
*Huntington, WV*  
*Former M.D. Candidate*

**Northern Virginia Community College** May 2013–May 2017  
*Alexandria, VA*  
*Post-baccalaureate Pre-Health Professions Courses*  
GPA: 4.0

**The University of Texas at Austin** August 2009–May 2013  
*Austin, TX*  
*Bachelor of Science in Nutrition*  
GPA: 3.0

## AWARDS AND HONORS

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**Chief Scribe of the Year** December 2016  
*ScribeAmerica; Suburban Hospital Johns Hopkins; Bethesda, MD*

- ScribeAmerica’s highest honor bestowed upon a Chief Scribe recognizing training and management achievements in working toward ScribeAmerica’s goal of providing the most professional and productive medical scribe program.
- Nominated by a manager for exceeding routine expectations while maintaining optimism, strong communication skills, and a constant willingness to help others.

**Presidential Scholar, 1 semester** May 2014  
*Northern Virginia Community College; Alexandria, VA*

**Dean’s List, 5 semesters** August 2013–December 2015  
*Northern Virginia Community College; Alexandria, VA*

## HEALTHCARE EXPERIENCE

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**Offline Medical Scribe** March 2022–Present  
*PennHealth Informatics, LLC; Cooper University Health Care; Pennsylvania, New Jersey*

- Perform real-time offline documentation under the direction of several certified outpatient orthopedic surgeons and an outpatient family medicine certified nurse practitioner working within Cooper University Health Care.
- Listen to recorded patient-provider encounters within DAX Studio and efficiently update the patient’s electronic medical record within EPIC with pertinent, well-written medical documentation, including the history of present illness, past medical history, review of systems, physical examination findings, laboratory and radiology results, procedures, assessments, plans, and patient counseling discussions within a clear limit of time.

**Marshall Medical Outreach Volunteer Medical Student** August 2017–October 2019  
*Marshall University, Joan C. Edwards School of Medicine; Huntington, WV*

- Student-led free mobile health clinic providing comprehensive medical care to the homeless, unemployed, and those at risk of homelessness once a month with the mission of providing continuity of care and extending valuable medical and social resources to those most in need in Huntington, WV.
- Obtained and documented patient vitals and distributed needed items such as coats, blankets, water, snacks, toys, sunscreen, and hygiene products to the patients and families.
- Interacted with patients and family members encouraging them to establish primary care and receive treatment for any untreated chronic or debilitating illnesses as well as other minor medical problems.

**Examination Room Coordinator Volunteer**

May 2015–June 2017

*Arlington Free Clinic; Arlington, VA*

- Free health clinic providing quality comprehensive healthcare to low-income, uninsured, primarily Spanish-speaking adults in Arlington, VA.
- Organized patients' medical charts in preparation for their evaluations by multiple healthcare providers of various specialties, including endocrinology, rheumatology, primary care, and gynecology.
- Facilitated patient flow by assisting patients to their examination rooms before the start of their medical evaluation.
- Improved the efficiency of the patient's visit and interacted with patients from the start of their visit in the waiting room until the time of patient discharge.
- Collected medical charts from the provider upon completion of the evaluation, provided written summary cards of the patient's prescribed medications for both the patient and the pharmacy, and organized the chart in preparation for patient discharge.

**Medical Scribe, ScribeAmerica**

August 2014–June 2017

*Saint Agnes Hospital; Baltimore, MD**Suburban Hospital Johns Hopkins; Bethesda, MD*

- Performed real-time medical documentation of patient-provider encounters first under the direction of several outpatient plastic surgery physicians at Saint Agnes Hospital in Baltimore, MD, and later under the direction of several Emergency Medicine Physicians, Physician Assistants, and Nurse Practitioners in the Emergency Department and the Clinical Decision Unit of Suburban Hospital in Bethesda, MD.
- Observed patient-provider interactions and the medical-decision-making process while meticulously documenting within EPIC system the history of present illness, past medical history, review of systems, physical examination findings, laboratory and radiology results, procedures, consultations, assessments, plans, patient counseling, and dispositions.
- Located and obtained records of the patient's past medical history, previous charts, past results, and recent studies.
- Worked alongside providers and collaborated with them one-on-one to enhance the delivery of patient care, reduce administrative burden, and improve patient care team workflow.
- Aided the providers with the navigation of the Electronic Medical Record (EMR) system, managed sensitive and confidential patient information, provided appropriate billing information during encounters, and facilitated communication between providers and other members of the medical team.

**Patient Services Team Member**

April–October 2012

*The Optometry Center for Vision Therapy (OCVT); Austin, TX*

- Interacted with patients and family members while providing excellent customer service.
- Greeted and checked in patients in-person upon arrival while also operating a multi-line telephone system.
- Scheduled, rescheduled, and verified patient appointments both in-person and on the phone while coordinating the schedules of two ophthalmology physicians and seven vision therapists.
- Collected patient payments and assisted patients and family members with billing issues and insurance questions.
- Maintained patient flow by communicating patient arrivals, delays, or cancellations with the providers.
- Managed office and medical supply inventories while receiving deliveries and organizing supplies in stockrooms and examination rooms.
- Assisted with coordinating and managing office activities, including distribution of inter-office communications and outgoing documents.
- Organized, cleaned, tidied, and disinfected the office, waiting room, front desk, kitchen area, and examination rooms daily to keep a clean workspace and ensure safety for everyone.

**Medical Office Volunteer**

May–July 2011

*Foxhall Pediatrics; Washington, DC*

- Observed medical techniques and patient-provider interactions in a busy fast-paced pediatric practice with three bilingual Spanish-speaking pediatric physicians and four registered nurses.

- Interacted with patients and family members with my comprehensive Spanish-speaking skills to provide excellent customer service and comfort patients and their families.
- Analyzed urine and blood patient samples in the in-office laboratory to evaluate for any medical abnormalities.
- Greeted and checked in patients in-person upon arrival while also operating a multi-line telephone system.
- Scheduled, rescheduled, and verified patient appointments both in-person and on the phone while coordinating the schedules of the pediatricians.
- Organized patients' paper medical charts in preparation for their evaluations.
- Facilitated patient flow by assisting patients to their examination rooms before the start of their medical evaluation as well as communicating patient arrivals, delays, or cancellations with the providers.
- Improved the efficiency of the patient's visit and interacted with patients from the start of their visit in the waiting room until the time of patient discharge.
- Collected patient payments and assisted patients and family members with billing issues and insurance questions.
- Managed office and medical supply inventories while receiving deliveries and organizing supplies in stockrooms and examination rooms.
- Organized, cleaned, tidied, and disinfected the office, waiting room, front desk, kitchen area, and examination rooms daily to keep a clean workspace and ensure safety for everyone.

## LEADERSHIP EXPERIENCE

### Co-Historian, Phi Delta Epsilon Fraternity

August 2017–October 2019

*Eta Chapter Marshall University, Joan C. Edwards School of Medicine; Huntington, WV*

- Selected as chapter co-historian for the co-ed international medical fraternity.
- Collected and preserved an accurate history of the Eta Chapter.
- Collected photos and clippings to create an electronic scrapbook capturing Chapter highlights throughout the year and posting new Chapter items on social media.
- Maintained a written history of the Chapter including key accomplishments and significant occasions of each term.

### Chief Scribe

May 2016–June 2017

*Suburban Hospital Johns Hopkins; Bethesda, MD*

- Experienced scribe leading and overseeing a scribe team of 25 members in the Emergency Department (ED) and Clinical Decision Unit (CDU) at Suburban Hospital.
- Hired, trained, and managed scribe staff members.
- Served as a liaison between the scribe team, the ED medical director, and senior ScribeAmerica leadership, while also coordinating with hospital HR, billing, and coding.
- Acted as an onsite supervisor as well as the main point of contact for ScribeAmerica staff and Suburban Hospital's ED and CDU.
- Performed administrative support and quality assurance, ensured the program was appropriately staffed with full shift coverage and partnered with Suburban Hospital to ensure the continued efficacy of the scribe program.
- Mentored and trained new scribes while actively listening and assisting them with the team's responsibilities.
- Empowered the scribe team to help the providers navigate the electronic medical records (EMR) as well as the ED and CDU workflow.

### Medical Scribe Floor Trainer

January 2015–June 2017

*Suburban Hospital Johns Hopkins; Bethesda, MD*

- Instructed and trained 20 newly hired medical scribes regarding the precise and efficient way to document medical information in both the Emergency Department (ED) and Clinical Decision Unit (CDU) of Suburban Hospital.
- Thoroughly assessed the performance of the newly hired medical scribes throughout their training period and provided feedback regarding how to improve their medical documentation skills.
- Mentored new scribes and assisted them with their responsibilities.
- Motivated and encouraged the trainees to do their best work to positively contribute to the different provider's quality patient care.

## RESEARCH EXPERIENCE

### Research Assistant

August 2020–May 2023

*Astrix Technology, LLC, Contracted to the National Cancer Institute (NCI), NIH; Bethesda, MD*

Supervisor: Jennifer C. Jones, M.D., Ph.D., Head, Translational Nanobiology Section, Laboratory of Pathology

- Acted as the lead assistant for the coordination of basic laboratory endeavors and clinical patient translational studies.

- Held a lead role in lab organization, including procurement and inventories of clinical and research materials, to ensure the lab is organized for maximum productivity and efficiency.
- Actively involved in ongoing clinical research projects by investigating NIH radiation oncology patient charts within the CRIS and PACS systems and obtaining data pertinent to the current research study.
- Assisted with communication between clinical staff and lab staff to ensure projects are running with ease.
- Identified and acquired biospecimen samples for use in the discovery of extracellular vesicle (EV) subset markers associated with colon cancer, prostate cancer, glioblastoma, kidney cancer, and Adult T-cell Lymphoma/Leukemia (ATLL).
- Established foundations for an NCI Translational Nanobiology Section - NIH Integrated Data Analysis Platform (NIDAP), a platform used to help store, access, process, analyze, share, present, and integrate data for clinical and basic research.
- Contributed to several research publications.
- Improved team morale and productivity during the unpredictable and challenging time of the COVID-19 pandemic.

**Student Researcher**

February–July 2019

*Lab of Joseph Shapiro, M.D., Dean of Marshall University, Joan C. Edwards School of Medicine; Huntington, WV*

Supervisor: Komal Sodhi, M.D.

- Prepared multiple histology slides of mouse kidneys and hearts for use in future research studies.
- Administered a Mini-Mental Status Examination to patients living with Stage IV or V Chronic Kidney Disease (CKD) within Huntington, WV to analyze the effects of CKD on neurological health.
- Collected and compiled medical information for patients living with Stage IV or V Chronic Kidney Disease located in Huntington, WV including laboratory values, cholesterol levels, medications, and vital signs from patient evaluations for further evaluation and use in future research studies.

**Research Assistant/Intern**

May–August 2018

*The National Institutes of Health (NIH), Office of Dietary Supplements (ODS); Bethesda, MD*

Supervisors: Abby Ershow, Sc.D., R.D., and Nancy Potischman, Ph.D.

- Participated in the Population Studies Program evaluating dietary supplement use and the nutritional contributions of dietary supplements.
- Researched the correlation between folate intake, including the amount consumed through diet and/or supplements and the duration of use, and colorectal cancer among adults within the United States.

**Student Researcher**

January–May 2012

*The National Children's Study; Austin, TX*

Supervisor: Michele Forman, Ph.D.

- A large-scale, long-term study investigating the environmental effects (air, water, diet, sound, family dynamics, community, and cultural influences) and genetics on the growth, development, and health of children across the United States from birth until 21 years of age.
- Took physical measurements of participants ages 6 months to 4 years with anthropometric equipment including calipers, scales, stadiometer, and measuring tape.

**PUBLICATIONS****NIH Common Fund ERCC2**

June 2022

*The National Institutes of Health (NIH), The National Cancer Institute (NCI); Bethesda, MD*Citation: Mateescu, et al. Phase 2 of Extracellular RNA Communication Consortium Charts Next-Generation Approaches for Extracellular RNA Research, ISCIENCE (2022), doi: <https://doi.org/10.1016/j.isci.2022.104653>.

- Coauthor of the manuscript, "Phase 2 of Extracellular RNA Communication Consortium Charts Next-Generation Approaches for Extracellular RNA Research," published within iScience in June 2022.
- The Extracellular RNA Communication Consortium (ERCC) is an NIH-funded program aiming to support the development of a comprehensive set of resources to advance research in exRNA biology and enable the development of exRNA-based biomarkers and therapeutics.
- Phase 2 of the program (ERCC2) focuses on the development of tools, technologies, and resources to catalyze the field of exRNA communication research.
- Assisted the co-lead author with consortium coordination and manuscript writing.

**ATLL Patient Abscopal Response**

In preparation

*The National Institutes of Health (NIH), The National Cancer Institute (NCI); Bethesda, MD*

- Coauthor of the manuscript, currently in preparation, “Abscopal Response in an Adult T-cell Lymphoma/Leukemia (ATLL) Patient.”
- The publication reports the occurrence and immunological attributes of a single case of out-of-field ATLL regression in response to radiation treatment.
- Contributing to the data collection and analysis of this ATLL case to further investigate the patient’s abscopal response.

**ATLL Retrospective Review**

In preparation

*The National Institutes of Health (NIH), The National Cancer Institute (NCI); Bethesda, MD*

- Coauthor of a manuscript currently in preparation, “Retrospective Review of Reduced vs. Standard Dose Radiation for Adult T-cell Lymphoma/Leukemia: a 23-year NIH Experience.”
- The publication presents a retrospective review of Adult T-cell Lymphoma/Leukemia (ATLL) cases treated with palliative radiation at the NIH’s National Cancer Institute (NCI).
- Evaluating the rates of local control of disease following reduced dose versus standard dose courses of radiation therapy from more than 50 courses, covering more than 100 sites.
- Discoveries included: reduced dose provided comparable local control; key risk factors for overall disease progression were poor performance status, and either CNS involvement or deep location of the targets; the limited extent of disease at the time of treatment was a favorable prognostic factor for progression-free survival and overall survival.

**Kidney Cancer Multiplex Screening**

In preparation

*The National Institutes of Health (NIH), The National Cancer Institute (NCI); Bethesda, MD*

- Coauthor of a manuscript currently in preparation, “Multiplex screening of renal cell carcinoma cell line extracellular vesicles.”
- Contributing to the collection and analysis of blood samples from kidney cancer patients to identify novel biomarkers for hereditary kidney cancer.

**SHADOWING****Suburban Hospital Johns Hopkins, Emergency Department (ED)**  
*Bethesda, MD*

August 2016–February 2017

- Shadowed a physician assistant, Lindsey Kane, PA-C, within Suburban Hospital’s Emergency Department (ED).
- Observed compassionate patient-provider and family member interactions as the provider confidently diagnosed and treated common ailments and chronic conditions, prescribed medications, and performed basic procedures such as wound care and fracture casting and splinting, as well as reductions for 15+ patients within several 8-hour shifts.
- Witnessed the provider treat patients autonomously and consult the collaborating physician and other specialists on complex cases when needed.
- Gained an understanding of the role of a physician assistant, including aptitude, dedication, and attributes needed to pursue and practice this healthcare profession.

**George Washington University Hospital, Intensive Care Unit (ICU)**  
*Washington, DC*

October–December 2016

- Shadowed a physician assistant, Maura Budzar, PA-C, within George Washington University Hospital’s Intensive Care Unit (ICU).
- Observed and interacted in multidisciplinary morning patient rounds.
- Observed compassionate patient-provider and family member interactions as the provider confidently diagnosed and treated critically ill ICU patients, prescribed medications, ran a cardiac arrest code and performed procedures such as central line placements for 10 patients within several 8-hour shifts.
- Witnessed the provider treat patients autonomously and consult the collaborating physician and other specialists on complex cases when needed.
- Gained an understanding of the role of a physician assistant, including aptitude, dedication, and attributes needed to pursue and practice this healthcare profession.

**George Washington University Hospital, Intensive Care Unit (ICU)**  
*Washington, DC*

April–June 2016

- Shadowed a nurse practitioner, Leelyn Altmeyer, AG-ACNP, within George Washington University Hospital’s Intensive Care Unit (ICU).
- Observed and interacted in multidisciplinary morning patient rounds.

- Observed compassionate patient-provider and family member interactions as the provider confidently diagnosed and treated critically ill ICU patients, prescribed medications, ran a cardiac arrest code and performed procedures such as central line placements for 10 patients within several 8-hour shifts.
- Witnessed the provider treat patients autonomously and consult the collaborating physician and other specialists on complex cases when needed.
- Gained an understanding of the role of a nurse practitioner, including aptitude, dedication, and attributes needed to pursue and practice this healthcare profession.

**George Washington University Hospital, Intensive Care Unit (ICU)**  
*Washington, DC*

May–July 2014

- Shadowed a registered nurse, Leelyn Altmeyer, RN, within George Washington University Hospital's Intensive Care Unit (ICU).
- Observed and interacted in multidisciplinary morning patient rounds.
- Observed compassionate patient-registered nurse and family member interactions as the RN confidently provided direct patient care, obtained patient history, administered medications, monitored vital signs, and performed physical examinations in a critical care inpatient unit with a one-to-one registered nurse-to-patient ratio within several 12-hour shifts.
- Gained an understanding of the role of a registered nurse, including aptitude, dedication, and attributes needed to pursue and practice this healthcare profession.

## NON-HEALTHCARE EXPERIENCE

**Administrative Assistant (AA) II**

May 2023–Present

*Organizational Development Resource Group, LLC (ODRG), Contracted to Center for Scientific Review (CSR), NIH; Bethesda, MD*

- Assist the Basic and Translational Cancer (BTC) Review Branch, including the Chief and Scientific Review Officers (SROs) within it, throughout the entire grant application review process.
- Provide administrative support to SROs in all aspects of review meetings, including submitting federally required documentation within the deadlines, confirming that all proceedings are compliant with policy, and preparing various reports to document key information.
- Directly assist the Chief in organizing new grant applications within the queue in the IMPAC system and creating a hit list spreadsheet based on the PI name and Accession number which also tracks branch review sections requested by the PIs so that the Chief can easily disperse applications into appropriate review groups.
- Collect all non-government sponsored meeting and conference requests from SROs and enter the requests and travel related expenses into the Purchasing Online Tracking System (POTS) for data management analyst (DMA) approval.
- Integral to the recruitment and processing of new scientific reviewers by assisting SROs with nomination slates through researching and producing documentation of potential members' scientific areas of expertise, list of references, and CVs, and submitting the data on the eSlates online database for approval by upper management.
- Assist the branch Chief with maintaining the group's SharePoint site by uploading hit list spreadsheets and entering meeting information, such as meeting dates, hotel contract information, and other calendar entries.
- Update and maintain the branch Chief's calendar including scheduling performance evaluation (PMAP) meetings, review meetings, and others as assigned.
- Assist with running and supporting all facets of Standing Study Section, Fellowship, and Special Emphasis Panel (SEP) grant review meetings held virtually, face-to-face, or in a hybrid format.
- Serve as a point of contact for reviewers and program officers (POs) who have been granted access to review meetings.
- Perform pre-meeting tasks including entering and verifying meeting details within Committee Management (CMM), reviewing involved personnel to determine conflicts of interest, preparing the meeting roster, compiling an approved list of observers who have been granted access to the meeting, emailing reviewers and program officers meeting information, printing FedEx labels, creating tent cards, preparing seating charts, setting up folders for reviewers and SROs, printing sign in sheets for visitors, checking equipment, and other tasks as assigned.
- Attend review meetings as assigned and assist SROs with verifying all pre and post meeting forms are signed, monitoring application conflicts, managing Real Time (RTMS) system to update program officers of applications status throughout the meeting, aiding with troubleshooting technical issues that arise the day of the meeting, tracking vBrick streaming for meeting observers, and other tasks as assigned.
- Perform post meeting tasks including checking critiques and entering scores in IAR, releasing scores and rosters, editing summary statements for SROs, submitting roster reports to the Scientific Review Evaluation Activities

(SREA) office for payment, assembling meeting minutes package for the Committee Management Office (CMO), cleaning up meeting rooms, ensuring all confidential paper is placed in the shredding box, and other tasks as assigned.

- Initiate and review hotel contracts for review meetings by contacting hotel representatives with existing Blanket Purchase Agreements (BPAs) to ensure availability of meeting space and that all sleeping and conference room arrangements are taken care of through approved federal channels.
- Responsible for entering purchasing orders for review meeting hotel reservations through the POTS system for DMA approval.
- Act as the liaison between SROs and hotel staff from the time of initial meeting preparations until the date(s) of the review meeting.
- Communicate directly with hotels to prepare a finalized hotel rooming list and send room confirmation assignments to each reviewer.
- Arrange meeting BEO/AV information and coordinate with hotel staff to confirm that conference set up (including equipment) meets the given specifications.
- Secure accurate information about audio-visual requirements from the SRO prior to the review meeting to revise A/V contracts and distribute a finalized contract to the branch.
- Ensure all meeting contract deadlines for completion, cancellation, and any revisions are tracked and communicated with the SRO and/or Chief.

### **Child Caregiver**

June 2013–June 2015

*Private Residences; Washington, DC*

- Cared for children ranging from infants to ten years of age.
- Monitored the children's safety while parents went to work or various social functions.
- Engaged the children in educational and enjoyable activities to ensure they were learning, happy, and content.
- Resolved conflicts between the children.
- Communicated any issues with parents.

### **Counselor, Sponsor, Badminton Instructor**

2010–August 2012

*Camp Waldemar for Girls; Hunt, TX*

- Worked as a camp counselor, sponsor, and badminton instructor for three summers at an all-girls four-week summer camp located in Hunt, TX.
- Oversaw and interacted with a cabin of eight girls between the ages of 14 and 16 to ensure they each upheld the rules and regulations of the camp while also serving as a positive role model.
- Held the high authority position of one of three sponsors for one of the three camp tribes consisting of 100 girls between the ages of nine and sixteen focusing on the girls' well-being, acting as a support system, and helping the girls become the best form of themselves.
- Collaborated with counselors, sponsors, and camp administrative staff daily.
- Served as the sole badminton instructor and taught six daily classes consisting of 25 girls in each class for 4-weeks.
- Developed new teaching methods and planned daily lessons to ensure the girls had an enjoyable experience learning how to play badminton.
- Organized and regulated multiple singles badminton bracket matches according to skill level.

## **AFFILIATIONS AND MEMBERSHIPS**

### **Member of Phi Delta Epsilon Fraternity**

August 2017–October 2019

*Eta Chapter, Marshall University, Joan C. Edwards School of Medicine; Huntington, WV*

- Co-ed international medical fraternity supporting the need for camaraderie and mentoring among medical students.
- Developed leadership and professional skills while complementing a basic understanding of the medical sciences, allowing for a well-rounded medical education.
- Promotes fellowship, equality, and unity, along with the highest medical educational standards.
- Emphasizes non-profit service to the community, maintains standards of medical ethics, and promotes discussion of current social and economic issues related to medicine.

### **Member of Pi Beta Phi Fraternity for Women**

August 2009–Present

*Texas Alpha Chapter, The University of Texas at Austin; Austin, TX*

- Selected and initiated as a member of the Texas Alpha Chapter of Pi Beta Phi as a college freshman.

- Supported the organization's promotion of friendship, developing women of intellect and integrity, cultivating leadership, and enriching lives through community service.
- Worked to foster the organization's core values of integrity, lifetime commitment, honor and respect, personal and intellectual growth, philanthropic services, and sincere friendship.
- Actively involved in the organization's philanthropic effort, "Read>Lead>Achieve," inspiring underprivileged children to have a lifelong love of reading to unlock true potential and create a more literate and productive society.
- Volunteered with a local elementary school in Austin, TX reading aloud to 2<sup>nd</sup> grade students in the classroom.
- Continue to be actively involved since graduating by aiding with recruitment efforts and writing letters of recommendation for candidates.