

SCRIBE AMERICA

Oct 2021- Present

I currently work remotely in two emergency departments around the Portland Metro area as a **medical scribe**. I learned medical terminologies and techniques through the job experience and extended professional training. My duties included but are not limited to:

Written Communication:

- Accurately records lab and scan findings interpreted by the provider (EKG, Xray, CT, Ultrasound) on patient charts for other professional providers and nurses.
- Communicates effectively through written communication with chief scribe on any problems that arise in the EPIC software or with the provider.

Computer Skills:

- Navigates through the EPIC system to find and complete the history of present illness, review of symptoms, physical exams, medical decision making reports of patient charts.

Problem Solving:

- Troubleshoot issues in real time with EPIC providers when downtime impacts remote work.
- Clarifies medical terminology when physical exams found unclear results.

Oral Communication:

- Communicated with my provider in a timely manner when significant lab or scan findings were found present.

RED ROBINS

February 2021- Present

I currently work as a **service partner** and **to-go host** part time at Red Robins. My duties include but are not limited to:

Customer Service:

- Greet customers at the door, seat them at tables, and take orders if needed.
- Answer any phone calls regarding questions about the restaurant, the food, or orders.

- Bring out orders to guests and check in with them.
- Solve any problems that arise with missing items and dissatisfaction with food or servers.
- Make sure menus, to-go containers, condiments, etc. are stocked at all times.

INTERNATIONAL STUDENT CONFERENCES (JASC)

June 2020-August 2021

I volunteered as a committee member (with the roles of: **treasurer and application committee member**) to plan and run a conference with 72 students, 36 students from America and 36 students from Japan. This year the conference was held in Hawaii. My duties included but are not limited to:

Written/Oral communication:

- Effectively communicated with the International Student Conferences director to determine budget and fees.
- Actively participated in both the American delegation and the Japanese Delegations conferences/meetings.

Problem Solving:

- Assisted in the design of program application and interviewed ~50 candidates for the conference.
- Performed outreach to different museums, food catering businesses, and transport systems to determine cost and make reservations

Research:

- Researched and performed outreach to different colleges and universities throughout the US to recruit delegates for 2021 Annual Conference

Computer Skills:

- Managed budgetary and financial data in Excel and other spreadsheet software to track budget and spend levels as well as the conference itinerary.

- Created conference applications in JotForm and worked with Procreate and Canva to help design flyers and promotional materials.

BERKELEY SERVICE ASSISTANT

August 2019-July 2021

This was a year long **student job** I worked in 2019. Due to COVID-19, I was given a different job as I started working remotely. My duties included but are not limited to:

Written/Oral communication:

- Fostered an environment that welcomes language learning for students and traveling scholars of all and diverse backgrounds.

Computer Skills:

- Assisted 59 instructional lab and foreign language classes.
- Performed data entry of foreign film information in Lumiere database.

Problem Solving:

- Ensured functionality of technology in the main language center computer lab.

UC MARTIAL ARTS PROGRAM

May 2018-August 2019

I worked as the **manager** of the UC Martial Arts Program Summer camp. My duties included, but were not limited to:

Written/ Oral Communication:

- Communicated with parents through email and phone to manage any student, program, or staffing issues.
- Reported weekly summary for the martial arts director when he was out of the country.
- Schedule and attend weekly staff meetings to summarize the week and troubleshoot and problems. Took detailed minutes of the meeting and forwarded to the director.

Computer Skills:

- Documented and produced recurring reports, correspondence, and documentation for budget, payroll and training materials in Excel and other University based computer software.
- Organized and produced day to day camp schedules and newsletters.

Leadership/Teamwork:

- Delegated tasks and work schedules to eight staff members who reported directly to me.
- Trained staff members on earthquake, fire, and active shooter drills as well as compliance training when working with children.

COMSCORE

June 2017-September 2017

I worked as a seasonal, temporary worker for ComScore as a **data entry clerk**. My duties included but are not limited to:

Computer Skills:

- Prepared and sorted source documents.

Research:

- Researched, identified and interpreted data to be entered into the main database.

Written/ Oral Communication:

- Provided routine office support such as making copies, faxing, answering phones and correspondence for mailing.