

NICHOLAS JONATHAN BAXTER

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Education

The University of Melbourne

2018	—	2021	Doctor of Medicine
2012	—	2017	Bachelor of Science (Honours)
2012	—	2016	Diploma in Languages (Russian)

Scholarships

2013	Igor Meshakov Korjakin Scholarship
2013	Melbourne Global Grant

Professional Experience

The University of Melbourne

July 2016 — Present **Student Service Delivery Assistant** Melbourne, VIC

- > Delivered inbound & outbound telephony, email, and live chat enquiry management
- > Liaised with internal specialists to unravel complex student queries
- > Sound understanding of student life-cycle from admission to graduation

August 2015 — June 2016 **Chemical Administrative Assistant** Melbourne, VIC

- > Inspected 400 laboratories across several campuses in a team job-share environment
- > Created a database of over 100,000 chemicals organised by OH&S parameters
- > Assisted researchers with HAZCHEM storage protocols with warmth and grace

January 2015 — July 2016 **Student Caller** Melbourne, VIC

- > Helped alumni understand the importance of University fundraising with student calls

Fraser's GAMSAT Tuition

August 2017 — Present **Content and \LaTeX Writer** Melbourne, VIC

- > Assisted in the creation of topic summary sheets and questions in Chemistry
- > Tutored groups of up to 20 students, facilitating peer-based learning environments
- > Design and production of \LaTeX documents, including a full-length book

Cocurricular Experience

Conference Volunteering

2017	AusBiotech	Melbourne Convention and Exhibition Centre
2014	AIDS 2014	Melbourne Convention and Exhibition Centre

Student Clubs

2018	Subcommittee Member	Medical Association for the Prevention of War (MAPW)
2015	President	Melbourne University Russian Society
2014	Treasurer	Senior Chemistry Initiative

Community Volunteering

2015	Festival Warden	Maslenitsa: Slavic Pancake Festival
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Education Volunteering

2012	English Tutor	Student Welfare Outreach Team, The University of Melbourne
2013	ESL Tutor	English Storm Conversation Club, Moscow
2014	ESL Tutor	Chinese Rural Education Initiative, Sichuan, China