

# 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  $\text{\LaTeX}$  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  $\text{\LaTeX}$  documents, including a full-length book

## Cocurricular Experience

### Conference Volunteering

2017	<b>AusBiotech</b>	Melbourne Convention and Exhibition Centre
2014	<b>AIDS 2014</b>	Melbourne Convention and Exhibition Centre

### Student Clubs

2018	<b>Subcommittee Member</b>	Medical Association for the Prevention of War (MAPW)
2018	<b>Teacher Teacher</b>	Teach the Teacher (TTT), University of Melbourne
2015	<b>President</b>	Melbourne University Russian Society
2014	<b>Treasurer</b>	Senior Chemistry Initiative

### Community Volunteering

2015	<b>Festival Warden</b>	Maslenitsa: Slavic Pancake Festival
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### Education Volunteering

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