



Michelle Smith

Stony Brook, NY | (516) 555-5555 | Michelle.smith@stonybrook.edu | [LinkedIn.com/in/Michelle-Smith/](https://www.linkedin.com/in/Michelle-Smith/)

KEY ACCOMPLISHMENTS

- Hardworking college student with 2+ years of experience in mentoring, guiding, and supporting fellow students
- Coordinator of workshops/events and activities open to 200+ students on average
- Active leader with strong abilities to ensure high standards of culturally competent care for a variety of patients with diverse needs

EDUCATION

Stony Brook University **Stony Brook, NY**
Bachelor of Science in Health Science GPA: 3.68 Expected May 2022
Minor in Health, Medicine and Society

- Sigma Beta Honor Society
- University Scholars Honors

HEALTHCARE EXPERIENCE

Michele Kim, MD New York, NY
Medical Office Assistant June 2018 - Present

- Triage and process messages from patients, front office staff, referring physicians and pharmacies to physician
- Greet/escort on average 25+ patients weekly to exam room and observe physician gather patient history & vital signs

Center for Prevention and Outreach, Stony Brook University Stony Brook, NY
Red Watch Band Intern August 2018 – May 2019

- Informed campus community of signs and symptoms of alcohol and drug overdoses and provide students with awareness to prevent such incidents from occurring
- Collected and configured data into Excel from surveys distributed to over 300 undergraduate students assessing their knowledge on mental health among adolescence
- Collaborated with 2 other interns to conduct research that focuses on veterans and alcohol & drug abuse

VOLUNTEER EXPERIENCE

Stony Brook University Hospital Stony Brook, NY
Volunteer – Acute Pain Division August 2018 – Present

- Provide compassionate 1:1 patient care by offering pillows, water, and emotional support
- Facilitate food consumption for patients with medical needs, fed those who were unable & aided others
- Assist physician in preparing and conducting office procedures including sterilizing tools and equipment

Stony Brook University Food Pantry Stony Brook, NY
Volunteer October 2018 - Present

- Assort, organize and package food for equal distribution
- Maintain a clean and orderly work environment to ensure food preparation codes are met
- Build relationships by engaging in tactful and positive dialogue with food pantry clients

LEADERSHIP EXPERIENCE

Music and Medicine, Stony Brook University, NY Aug. 2019 – Present

- Perform music therapy with volunteers at hospitals intensive care unit
- Engage members in song selection and spread positive joy to patients

Pre-Nursing Society, Stony Brook University, NY Aug. 2018 – Present

- Participate in weekly meetings and events which include hospital open house events, Narcan training, and blood drives

SKILLS

- **Certifications:** American Heart Association CPR & AED certified, Narcan training certified, QPR Suicide Prevention, HIPAA
- **Computer:** Proficient in Microsoft Word, PowerPoint & Excel, Adobe InDesign

PRE-NURSING



ANNA SMITH

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JOB COMPETENCIES

- Dependable and bilingual prospective Registered Nurse with 12 months of clinical experience with proven skills in triage and problem solving seeking to leverage meticulous record-keeping skills.
- Highly developed skills in promoting consistent delivery of quality care and timely access to necessary resources; received 95% positive preceptor evaluations; extensive knowledge of EMR software.

EDUCATION

Stony Brook University Stony Brook, NY
Bachelor of Science degree with a major in Nursing, Magna Cum Laude GPA: 3.89
May 2020

CLINICAL ROTATIONS

Mather Hospital, Operating Room Port Jefferson, NY

Capstone Nursing Program (185 hours)

PERIOP 101 Certificate from AORN

- Completed independent study of AORN modules/perioperative learning plan.
- Conducted 20+ patient interviews per day, positioned patients on OR table, and remained present for patient during all phases of anesthesia; performed scrubbing, gowning and gloving.
- Conducted 20+ patient interviews per day, positioned patients on OR table, and remained present for patient during all phases of anesthesia; performed scrubbing, gowning and gloving.

St. Charles Hospital, Island Nursing & Rehab Center (84 hours) Holtsville, NY

NICU, OR (C-Section), Delivery, Shadow Nurse Mgr., conducted in-service to CNA's

John T. Mather Memorial Hospital (84 hours) Port Jefferson, NY

Telemetry, CCU, ICU, ER, OR, Presented care plans to peers

RELATED EXPERIENCE

Stony Brook Medical Center, Department of Orthopedics Stony Brook, NY

Administrative Assistant

August 2019-Present

- Provided direct administrative support to an Orthopedic Trauma Surgeon and Nurse Practitioner.
- Prepared and maintained electronic medical records in Sunrise; liaison between patients and physicians.

KEY STRENGTHS & SKILLS

Continuing Education: Phlebotomy Skills Day, Stony Brook School of Nursing, Stony Brook, NY; February 2019

Interpreting Lab Values, Stony Brook School of Nursing, Stony Brook, NY; November 2018

Computer: EMR Software, Power Chart, XR Clinical Reporting, Centricity, Microsoft Office

LICENSURE/CERTIFICATIONS

- NY State Licensed Prospective Registered Nurse, Anticipated NCLEX July 2019
- American Heart Association, ACLS, current through October 2018 American Heart Association, BLS, current through August 2018

COMMUNITY INVOLVEMENT

National MS Society, Jefferson Ferry, St. Anne's Church, Mastic Fire Department, Stony Brook Medical Center



Jane Smith

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EDUCATION

Stony Brook University **Stony Brook, NY**
Bachelor of Science in Biology, Minor: Chemistry **GPA: 3.33** **May 2020**

HEALTHCARE EXPERIENCE

Standardized Patient Assistant, Stony Brook Medicine **Stony Brook, NY** August 2018-Present

- Assist in the teaching and assessment of medical students, adding value to the patient-doctor learning process
- Took part in trainings involving role play portraying medical student to patient interactions
- Provided constructive feedback regarding a medical student performance after session

Sunrise on Wheels Volunteer, Cancer Center **Stony Brook, NY** December 2017- Present

- Supervise inpatient children of various ages while also maintaining a steady and organized playroom
- Interacted with patients by doing arts and crafts, entertaining, and reading to children/teenagers in the playroom or at bedside
- Set up electronic devices such as gaming systems, DVD players, iPads and laptops in the rooms of the patients

PROJECT SUNSHINE VOLUNTEER/PR COORDINATOR, Stony Brook Medicine August 2017-Present

- Assist in coordinating charity events to raise funds for inpatient children and families in Stony Brook Hospital
- Provide free recreational, educational, and social programs for children and families facing medical challenges
- Took part in Think Again Campaign to spread the word against high-risk drinking and to promote a safer college

ISLAND HARVEST VOLUNTEER **Mineola, NY** May- September 2019

- Assisted in coordinating county wide food drives at local schools and marketplaces
- Created a new and efficient compilation of donor information in order to better facilitate search of volunteers

RESEARCH EXPERIENCE

Research Assistant, Department of Biochemistry and Pathology **Stony Brook, NY** August 2019 – Present

- Independent Research project concerning the inhibitory effects of CMC 2.24 on Thermolysin
- Studied the effects of Curcumin on Nitric oxide release from A549 lung carcinoma cells

LEADERSHIP/VOLUNTEER EXPERIENCE

Member, Stony Brook AmeriCorps State Program **Stony Brook, NY** August 2018 – May 2019

- Sponsored by CNCS (Corporation for National and Community Service)
- Scholarship Recipient-600+ hours of service

Teaching Assistant, Stony Brook University **Stony Brook, NY** August 2017- May 2018

- Became a teaching assistant for Science and Society 101
- Helped Freshman students become adjusted to the college atmosphere and lifestyle
- Became a teaching assistant for CPR
- Assisted in teaching CPR to undergraduate students as well as giving first aid lectures to 30+ students

HONORS & AWARDS

Carolina Mord Memorial Award December 2019

- Teaching Assistant, Excellence in Adapted Aquatics and Emergency Response

Stony Brook Distinguished Community Service Award May 2019

Americorps New York Service Impact Award June 2018-August 2018

Bronze Presidents Volunteer service Award

SKILLS

COMPUTER: Proficient in Microsoft Word, Excel, PowerPoint, Photoshop

Languages: Fluent in Arabic

PRE-MEDICINE



Jane Donney

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(631)-123-4567

KEY STRENGTHS

- Highly driven individual with 1.5 years of direct patient contact experience, exceptional customer service, interpersonal, and communication skills
- Ability to perform efficiently in high stress environments proven by working as a volunteer in the emergency room at Stony Brook University Hospital

EDUCATION

Stony Brook University, Stony Brook, NY

Bachelor of Science in Biology, Specialization in Genetics

G.P.A 3.86/4.0

Expected May 2022

Dean's List (4 semesters)

CERTIFICATIONS:

- CPR, CAN, Phlebotomy, AMAP

CLINICAL EXPERIENCE

Medical Assistant, Optometry Practice, Port Jefferson, NY

May 20109 - Present

- Assisted the main physician with medical procedures, took vitals, recorded progress and patients' history in EMR
- Review the daily patient schedule with the physician, organize charts and handle emergencies that arise
- Obtained blood samples from patients and processed them for laboratory testing

SHADOWING EXPERIENCE

Goldman Family Practice, New York City, NY

May 2020 - September 2020

- Interacted with patients and asked questions in order to write up patient history
- Involved in developing diagnoses and discussing them with Dr. Goldman

Batra Clinic, Westchester, NY

January 2019 - April 2019

- Observed Dr. Batra interact with patients
- Discussed potential diagnoses for patients based on chief complaint and patient history
- Involved in discharging patient and providing necessary resources to enhance patient experience

VOLUNTEER EXPERIENCE

Stony Brook University Hospital Emergency Department, Stony Brook, NY

October 2019 - Present

- Attended families of patients and made them aware of the amenities available at the hospital
- Provided respite for families by giving patients company
- Provided emergency department brochures for families and patients

Stony Brook University Hospital Cancer Center, Stony Brook, NY

May 2019 - August 2019

- Engaged patients in conversations and activities in a fast-paced environment
- Made patients aware of all the services available to them and assisted them in utilizing the resources
- Delivered approved food items to patients

LEADERSHIP/COMMUNITY SERVICE

- President of the Pre-PA Club January 2019-Present
- Event Coordinator for the Community Service Club January 2018-Present
- Member of Project Sunshine Club January 2019-Present

SKILLS

- Fluent in Spanish
- Interpersonal skills
- Communication skills

PRE-PA



Hanna Smith

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EDUCATION

Stony Brook University

Bachelor of Science in Health Science

GPA 3.43

Stony Brook, NY

Expected May 2020

ACADEMIC RESEARCH PROJECTS

Capstone Project: Completed a 20-page paper including a literature review entitled the Impact of Assistive Technology in a Veterans Home and presented final paper to over 50+ peers.

Grant Proposal: Collaborated with a diverse team to create and market a grant proposal entitled Improving Mental Health Through Exercise to address the growing rate of obesity in America.

Institutional review Board (IRB) Protocol: Designed a research study to identify the relationship between obesity and childhood asthma with a finished IRB protocol and a poster presentation

RELATED EXPERIENCE

Hospital Volunteer, Stony Brook University Hospital, Stony Brook NY

October 2018-Novemebr 2019

Supply Management, Nursing, and Emergency Departments (50 hours)

- Aided in the maintenance of a sanitary and healthy environment for patients.
- Dispensed water, utility supplies, and magazines to patients on request.
- Assisted and observed Registered Nurse and Certified Nursing Assistant responsibilities.

Hospital Volunteer, New York Hospital, Queens NY

Jan 2007-Aug 2018

Post-delivery and Pediatrics Departments (200 hours)

- Filed chart work and compiled necessary paperwork for patients.
- Engaged in playing board games with children and read books to them.

LEADERSHIP/ COMMUNITY SERVICE

Health Technology and Management Club, Director of Marketing

May 2019- Present

- Advertise for meetings, upcoming events, and fundraisers.
- Monitoring the club's social media pages, social networking for the club, and bring awareness about the club in general.
- Directly speak to members about the health science major and assist them through their college experience.

Information and Technology Studies Fellow, Stony Brook NY

January 2019- December 2019

- Served as a Teaching Assistant for ITS 101 (Freshman Seminar).
- Attended training events such as Red Watch Band, which is bringing awareness of how to deal with alcohol related emergencies and Safe Space training, which brings awareness of the LGBTQ community and the issues they face.
- Participated in the welcoming and mentoring of 30 incoming freshman students at Orientation, Opening Weekend, and in the First-Year Seminars.

SBU Pre-Nursing Society, Member

January 2018- May 2018

- Gain much knowledge about the application process and met faculty and staff of the nursing department.
- Assisted in setting up and volunteered at the bone marrow drive. Helped swab 196 new registered donors.
- Engaged with parents and students at Commack High School about driving safety, pedestrian safety, and sports safety.

RESEARCH EXPERIENCE

Independent Researcher, Sociology Department, Stony Brook NY

February 2018-May 2019

- Research focuses primarily on Southeast Asians and how their culture and background affects friendships.
- Collected data by distributing surveys and analyzed them by using Statistical Package for Social Sciences (SPSS).

SKILLS

Computer: Google Docs, Microsoft Office & Excel | **Language:** Fluent in Spanish



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EDUCATION

Stony Brook University Stony Brook, New York
Bachelor of Science in Health Science
[Concentration: Health Care Management] *Expected May 2020*
 GPA: 3.46/4.00
 Scholarly Writing in Health Science, Academic Project [Fall 2019]
 Evaluating empathy in third year medical students and determining the impact of a reflective writing course on students' self-perceived empathy versus patient perceptions of their empathy during a consultation. IRB protocol submitted of HAN 383-04.
 Dean's List 3 Semesters

RELATED EXPERIENCE

Office of the President at Stony Brook University Stony Brook, New York
Student Assistant *January 2018-Present*

- Greet appointments of the President and his executive staff, maintain conference room and events schedule, answer and provide information to high priority calls; collect and coordinate flow of internal and external information; manage office and supplies; train and supervise new employees.

Stony Brook Hospital Volunteer Program Stony Brook, New York
Senior Volunteer (On Rotation) *January 2018-Present*

- Core Lab; Clean, assemble and distribute various specimen samples.
- Nursing 12 South: Engage and oversee elderly patients in diversional therapy.

Anand R. Persaud, MD Jamaica, New York
Records Assistant *June 2017-August 2018*

- Enhanced effectiveness by providing information management support and daily clerical duties; maintained patient confidence and patient records; oversaw and facilitated the implementation of a new filing system.

ADDITIONAL EXPERIENCE

Metropolitan New York Synod New York, New York
Youth Representative *May 2018-August 18*

- Elected youth representative for the Evangelical Lutheran Church in America's MNYS board of directors, worked alongside the MNYS Bishop and his council to implement to Synod's strategic plan and provide oversight for the Synod's 190 churches.
- Introduced a social media platform to target youth and lead a website building a seminar at the 2014 Synod Assembly.

COMMUNITY SERVICE

Our Savior Lutheran Church and School *Jamaica, New York*
Sunday School Teacher *December 2018-Present*
Community Carnival Planning Committee *January 2019-August 2019*
Co-Founder and Director of Youth Choir *June 2017-May 2018*

LEADERSHIP AND ACADEMIC ACHIEVEMENTS

Vice President of Stony Brook University's Caribbean Student Organization, responsible for planning the club's events, leading meetings, and ensuring the implementation of our mission, 2018-2019.
 Cultural Officer of Stony Brook University's Caribbean Student Organization, responsible for planning the club's major events: Annual Fashion Show and Miss CSO Pageant, 2018-2019
 Member of the National Society of Collegiate Scholars, 2018-2019
 Participated in the Evangelical Lutheran Church in America's Youth Gathering, aided the recovery of New Orleans from Hurricane Katrina, 2017

SKILLS

Basic Knowledge (Arabic, American Sign Language) | Microsoft Word | Excellence Written & Verbal Communication
 Organization | Tact | Program Development & Management | Strategic Planning | Social Media | Outreach
 Drawing Consensus | Facilitating Discussions and Scheduling

HEALTHCARE MANAGEMENT