**Jane Doe**

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**Education**

**University of Wisconsin – Whitewater – May 2024**

* Bachelor of Science – Biology; Pre-Biomedical Professions Emphasis

**Medical/Hospital/Clinical Experience**

**Internship – Bucky Badger Health System – Beloit, WI May – August 2023**

▪ Completed rounds to check on patients  
▪ Made sure patients had positive and excellent patient care experience during their stay  
▪ Attended meetings with medical staff from all backgrounds and positions   
▪ Remade and implemented an acuity tool for staff to implement   
▪ Worked on improving overall patient care experience at Beloit Memorial Hospital in Multi Care Center 1 and 2 and Special Care  
▪ Looked at how to make a more streamlined discharge process for the patients  
▪ Informed high school students about hand hygiene in the hospital  
▪ Scanned employee records so they could be transferred to an electronic version   
▪ Downloaded employee competencies and organized them into categories by name, competency, date, and validator in an Excel sheet

▪ Demonstrated strong attention to detail and precision when accessing all medical records and using all forms of technology to ensure accurate and prompt care   
▪ Shadowed Brianna Stein, a Certified Athletic Trainer, in the Occupational Health and Sports Medicine Center, at Beloit Memorial High School, and F.J. Turner High School  
▪ Shadowed Dr. Shannon McCormack (Hospitalist)

**Health Certifications**

▪ Course Completion Certificate, EMT-Basic Program, OSF St. Anthony Medical Center/EMS Office

▪ American Heart Association BLS Provider Certification

**Team Accomplishments**

* High School Softball and Volleyball teams for 3 years
* Dance teams for 10 years, starting in middle school
* Softball for 12 years
* Volleyball for 4 years
* Intramural Sand Volleyball for 1 year

**Organizational Involvements**

**Pre-Health Associates Today – UW-Whitewater - January – May 2023**

* Organized a blood drive with BloodCenter of Wisconsin

**Sigma Sigma Sigma National Sorority – February 2022 – Present**

* Raised money for child’s play therapy through different events held during the academic year.

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**Community Service, Fundraising and Teaching Experience**

**Moonlight Bowl South Beloit Future Football – February 2022, February 2023**

* A fundraiser for the South Beloit Future Football teams was put on at Viking Lanes in Beloit, WI. We did a 50/50 raffle, made gift baskets for people to win, and played 3 games of bowling to help raise money for the teams.

**Rent a Firefighter – July 2022**

* Rockton Fire Department hosted an event called Rent a Firefighter. Families can have a group of firefighters come to their house or wherever they need them. My group was asked to help a family build a playhouse for their daughters.

**St. Baldrick’s – March 2022**

* Raised money for children’s cancer research

**Rocking for Robbie – March 2022**

* Raised money for child’s play therapy for children in hospitals coping with illness

**Student Teaching Assistant – August 2016 - May 2020**

* Aided class of 4th graders by helping grade papers/assignments, made copies when needed, worked in groups with the students, assisted students with homework, and answered any questions the students had.

**Customer Relations Skills**

**Style Specialist – Charming Charlie – Rockford, IL August 2021 - April 2023**

**Sales Associate – Charlotte Russe – Rockford, IL May - Aug 2021**

▪ Meticulously answered calls on multi-line phone  
▪ Ensured that salon was clean and organized   
▪ Handled many cash transactions

▪ Managed all facets of inventory and stock in an accurate fashion