

Medical Scribe Badger

Alphabet Dr., Apt. 5 | Madison, WI, 12345 | medicalscribe@gmail.com | (123) 456-7891
| Linked In | words per minute

EDUCATION

University of Wisconsin-Madison | *May 2021*

Bachelor of Science: Neurobiology - Pre-Med Focus

- GPA: 3.165
- Dean's List

Relevant Coursework

- Medical Terminology
- Anatomy & Physiology
- Mental Health, Self-Awareness, and Social Justice: Working in Diverse Communities
- Abnormal Psychology
- Sociology
- Introduction to Autism Disorder

MEDICAL/CAREGIVING/TYPING EXPERIENCES

Online/In-person Instructor and Manager | Mathnasium, Sun Prairie, WI | *2015-7 & 2020-present*

- Assess and evaluate student's understanding while adapting to suit their needs
- Efficiently type up student records and navigate interactive program online concurrently
- Effectively multitask with listening, recording dictations, evaluating next moves
- Communicate with parents and students carefully to discuss progress and next steps
- Train new employees about specific instruction methods and organizational skills
- Compose daily online instruction schedules for best learning outcomes
- Balance managing online instruction while updating instructional content, communicating with parents, monitoring in-person instruction, preparing for upcoming instruction
- Quickly adjust tasks to balance online and in-person instruction
- Converse with center managers regarding student progress and ways to improve center flow

Case Study Write-Ups | University of Wisconsin-Madison | *2017-21*

- Utilized medical terminology to write a detailed and specific assessment of a case
- Critically read case files and identify key details
- Learned medical terms and use them concisely to describe patient circumstances

Professional Childcare | University of Wisconsin-Milwaukee; Kohl's Corporate | *2017-8; 2018-9*

- Interacted professionally with parents, children, coworkers, and medical personnel
- Adapted communication based on specific circumstances of client and family
- Provided dedicated and appropriate care in teaching settings, healthcare settings, clerical settings
- Fostered a caring and understanding relationship with children and their families that comforts them

LEADERSHIP & OUTREACH EXPERIENCE

Ask.Listen.Save. Suicide Prevention Organization Ambassador | *2018-9*

- Conducted office hours for students in need of assistance in finding mental health services
- Assisted in coordinating outreach programs to draw awareness to suicide prevention and the organization
- Collaborated in preparing and delivering for events and seminars to students and communities regarding suicide prevention and resources