

Resume Sample: Health Science - Public Health Concentration

Ashley Coyote

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EDUCATION

California State University, San Bernardino (CSUSB) Expected June 2022
-Bachelor of Science in Health Science - Public Health Concentration San Bernardino, CA
-Certificate in Health Equities and Disparities June 2021

- Dean's List 2020 (Winter and Spring quarters)
- Cumulative GPA: 3.6

WORK EXPERIENCE

Peer Advisor June 2019 - Present
CSUSB Natural Sciences Professional Advising Center San Bernardino, CA

- Assist undergraduate students with general education and course selection questions utilizing online course catalog and student management system.
- Write referrals for students to CSUSB student support services and consult with senior advising staff to troubleshoot problems presented by students.
- Provide a general understanding of CSUSB enrollment policies and procedures, in-person and via email.

Assistant Instructor May 2018 - April 2019
Kumon Rancho Cucamonga, CA

- Tutored and mentored 10 elementary school students in math and science for approximately 15 hours a week.
- Graded student homework, prepared paperwork for practice exams, and collaborated with three other instructors to develop new lesson plans.
- Reviewed student study habits and regularly reported their findings to the Lead Instructor.

LEADERSHIP EXPERIENCE

Vice President/Member May 2019 - Present
Nutrition Student Association, CSUSB San Bernardino, CA

- Coordinate the scheduling of weekly meetings, professional networking events for members, and on-campus outreach activities to promote association and increase membership.
- Complete 20 hours of community service per quarter through local food drives and health education fairs.

VOLUNTEER EXPERIENCE

Front Desk Support Volunteer June 2018 - January 2019
St. Bernardine Medical Center San Bernardino, CA

- Assist Front Desk Receptionist with providing informational handouts to patients on preoperative surgery procedures and translate verbally in Spanish when encountering Spanish Speaking Only patients.
- Monitor patient visitors by answering questions and referring them to appropriate medical offices.

SKILLS

- Familiar with healthcare management systems.
- Bilingual: English/Spanish (intermediate fluency).
- Microsoft Office Suite: Word, PowerPoint, and Excel.