
PERSONAL STATEMENT

I believe my 6 years of research experience, 3 years of healthcare administrative experience, and expanding knowledge of the computer sciences would make me an asset for your institution.

EDUCATION AND DEVELOPMENT

Formal Education:

2020–Present	University of Victoria	Master of Science (M.Sc.) in Health Information Science
2019–2020	University of Victoria	Bachelor of Science (B.Sc.) in Computer Science (4th year standing, transferred)
2015–2018	University of Alberta	Master of Science (M.Sc.) in Experimental Surgery
2009–2013	Grant MacEwan University	Bachelor of Science (B.Sc.) in Biological Sciences

Professional Development Courses:

2017	Grant MacEwan University	The Basics of Project Management (PRDV 0819) Stakeholder, HR and Communications (PRDV 0849)
------	--------------------------	--

ACCOMPLISHMENTS

2016	Cancer Research Institute of Northern Alberta (CRINA) Best Poster Award
2016	Faculty of Graduate Studies and Research Graduate Travel Award
2012	Jason Lang Scholarship
2011	Jason Lang Scholarship
2011	MacEwan University Arts and Science Faculty Scholarship

Publications: 13 abstracts, 6 peer-reviewed journal articles, 1 thesis, and 1 book chapter

Publications available upon request

RELEVANT EXPERTISE

Medical/Biological Science:

- Cancer biology, epigenetics, genetics, and physiology
- Medical and pharmaceutical terminology
- MedAccess, HealthQuest, and eClinician EMRs
- Experimental design
- RT-PCR and Droplet Digital PCR (ddPCR)
- Immunofluorescence
- NCBI BLAST, primer design
- Western and Southern blotting

Computer/Information Science:

- Python, Java, and C
- Numpy, Pandas, and Matplotlib libraries
- Machine learning model development (Scikit Learn)
- Statistical Analysis (StataMP and R)
- Unix/Linux and Windows OS
- Source/Version control (GitHub/GitLab)
- Microsoft Office Suite
- Database development (Microsoft Excel and Access)

Management and Administration:

- Auditing medical office efficiency standards
- Recordkeeping
- Patient and coworker relations
- Event coordination
- Standard operating procedure (SOP) validation and design
- Training students and coworkers

RELEVANT CAREER EXPERIENCE

Otolaryngology – Head and Neck Surgery Research Laboratory of Alberta (OHLRA)

Edmonton, Alberta

10/2017 – 07/2018 **Research Assistant**

08/2015 – 06/2018 **Experimental Surgery Postgraduate Research Project (M.Sc.)**

Role involved the development and conduction of experiments studying the effects of novel chemotherapeutics on HPV-positive and HPV-negative head and neck cancers.

Key experiences:

- Design, implementation, statistical analysis, and reporting of various biological experiments
- SOP validation and design
- Management of multiple projects with strict timelines, budgets, and resource availabilities
- Produced and delivered several scientific presentations at conferences at both local and international venues
- Published several academic papers

Alberta Health Services

Edmonton, Alberta

08/2014 – 08/2016 **Clerk IV**

Relief for various administrative positions including Clerk II-IV, Secretary II, and Unit Clerk within the Kaye Edmonton Clinic and University of Alberta Hospital. Developed new procedural changes to the Spine Assessment Clinic following transfer to new EMR system.

Key experiences:

- Healthcare administrative duties including medical transcription, consultation/procedure scheduling, and form design
- Audited medical office practices, proposed optimized SOPs for future implementation

John Simon and Associates Ltd

Edmonton, Alberta

03/2015 – 09/2015 **Consultant, Data Auditing and Entry**

Aided orthodontic research enterprise as a third-party consultant with data auditing of clinical research case report forms (CRFs) into database in support of a regulatory approval application.

Key experiences:

- Data auditing and entry
- Query reporting

Otolaryngology – Head and Neck Surgery, Dr. Daniel O'Connell

Edmonton, Alberta

09/2013 – 06/2015 **Medical Office Assistant**

Tasks included filing and related administrative work, implementation of administrative optimization procedures within the office, booking/informing patient referrals, as well as conducted clinical days for Dr. O'Connell's practice.

Key experiences:

- Healthcare administrative duties consultation/procedure scheduling, consenting patients, and form design
- Optimization and implementation of SOPs, surgical database creation and maintenance

Royal Alexandra Hospital, Cardiology Research

Edmonton, Alberta

11/2013 – 01/2014 **Research Assistant**

Research Assistant under principal investigators Dr. M. Dorsch and Dr. N. Wahab. Initially a voluntary position (see below) small grant allowed funding October 2013 – January 2014.

Key experiences:

- Data gathering, filing, statistics, and database entry procedures for various clinical research databases, registries, and CRFs
- Assisted with patient selection and recruitment for various clinical trials

Work experience prior to 2014 available upon request

VOLUNTEER EXPERIENCE**General Surgery Medical Observership, Dr. Walter Yakimets**

Edmonton, Alberta

07/2017 – 08/2017 **Observing Student****First Annual Department of Surgery Graduate Student Research Day**

Edmonton, Alberta

11/2016 – 05/2017 **Planning Committee Member****Women in Science, Engineering & Research/Heritage Youth Researcher Summer Program**

Edmonton, Alberta

07/2016 – 08/2016 **Mentor****Boys and Girls Clubs Big Brothers Big Sisters of Edmonton & Area**

Edmonton, Alberta

03/2013 – 02/2016 **Mentor/Student Representative/Recruiter****Royal Alexandra Hospital, Cardiology Research**

Edmonton, Alberta

06/2013 – 08/2014 **Research Assistant**

Volunteer experience prior to 2014 available upon request

Thank you for your consideration