

Sarah M. Dooley

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Education

American University, Washington, DC, December 2015

Bachelors of Science in Biology

Danish Institute for Study Abroad, Copenhagen, Denmark, Fall 2014

Medical Practice and Policy Program

Professional Experience

Metro Immediate and Primary Care, *Medical Faculty Associates*, Washington, DC

Senior Medical Assistant, September 2015 – present

- Create training manual and materials
- Special projects as needed.

Medical Assistant, January 2015 – September 2015

- Demonstrate proficiency in taking patient medical histories and vital signs, as well as in performing venipuncture, injections and various diagnostic procedures and ancillary test (e.g., EKGs and urinalysis)
- Ensure the cleanliness, sanitation, and maintenance of facilities, exam rooms, and equipment
- Experience with electronic medical records

Volunteer Medical Assistant, September 2013 – present

- Selected as a Volunteer Medical Assistant for an intensive 12-week training program gaining hands-on patient experience

National Student Leadership Conference, Berkeley, CA

Assistant Team Advisor, Summer 2013

- Facilitated a group of fifteen high school students in leadership activities and medical simulations
- Assisted in medical dissections and demonstrations

Work Experience

University Center, *American University*, Washington, DC

Team Leader, August 2015 – present

- Supervise student staff at the University Center
- Train new employees in policies and procedures

Operations Assistant: University Center Entertainment, May 2015-Present

- Plan and supervise late night and weekend events
- Create marketing materials to promote events

Information Line Attendant and Desk Receptionist, August 2013 – August 2015

- Answer phones on behalf of American University and direct inquiries to appropriate department
- Manage desk at main student center

Bender Library, *American University*, Washington, DC

Information Desk Monitor, August 2012- May 2013

- Assisted patrons with information about Bender Library and American University Campus
- Managed student conduct within the library

Five Guys Burgers and Fries, Port Jefferson, NY

Team Member, June 2011 – August 2013

- Managed quality control by assisting customers in ordering and ensuring orders were complete to company standards
- Assisted team members in food prep, cooking, closing items, checkout and end-of-day reports
- Assisted management in creating more efficient practices in sales and scheduling.

Leadership

Vice President of Recruitment, *Phi Delta Epsilon*, American University, January 2015 — August 2015

Chair of Recruitment, *Phi Delta Epsilon*, American University, April 2013 — January 2015

Lab Skills

- Titrations
- Chromatography
- Mass and Gas Spectrometry
- Post Mortem Dissection
- Safety Procedures and Techniques

Computer Skills

- Excel
- Photoshop
- Electronic Medical Records