
PROFESSIONAL PROFILE

Collaborative and detail-oriented professional with experience in biological sciences, research, data analytics, medical terminology, and patient oversight.

SKILLS

Professional

Biological Sciences
Clinical Research
Clinical Operations
Data Analysis
EMR Utilization
Health Sciences
HIPPA
Operations Management
Orientation and Training
Patient Care
Project Management
Team Leadership

EDUCATION

Doctorate in Biological Sciences

Tennessee State University
Expected: 2025/2026

Master of Science in Health Sciences

Meharry Medical College
High Honors, 3.9 GPA
May 2021

Master of Science in Biological Sciences

Tennessee State University
3.7 GPA
Aug 2021

Bachelor of Science in General Science

Middle Tennessee State University
Pre-medicine Concentration
Health Minor
May 2017

EXPERIENCE

Adjunct Instructor- Department of Biological Sciences

Tennessee State University | Nashville, TN | May 2021 – Present

- Acquaint students with fundamental biological concepts and principles as they relate to living organisms
- Utilize curriculum materials, equipment, reading materials, computer aids, and laboratory for effective teaching and learning
- Help students develop an appreciation for the features of science and distinguish it from other major disciplines
- Develop scientific experiments and exercises that allow students to arrive at generalizations by inductive and deductive reasoning

Research Assistant- Department of Surgery; Principal Investigator: Dr. Flora Ukoli

Meharry Medical College | Nashville, TN | May 2021 – June 2023

- Publication: *“Encouraging and Reinforcing Safe Breastfeeding Practices during the COVID-19 Pandemic”*
- Handled administrative activities generally associated with the conduct of research including attending meetings, maintaining equipment and supplies, coordinating study procedures, and recruiting patients
- Conducted screenings for recruitment of study participants and performed interviews
- Assisted in facilitating effective communication among recruiting sites and participants
- Supported the drafting of intervention plans for the avoidance of redundancies or data errors
- Maintained data for research projects and performed data entry

Student Clinical Research Intern – Surgical Outcomes Center for Kids (SOCKs)

Monroe Carell Jr. Children’s Hospital at Vanderbilt | Nashville, TN | May 2019 – Aug 2020

- Thesis: *“Evaluating Clinical Outcomes of the Bidirectional Glenn and Fontan Procedures in Pediatric Patients with Hypoplastic Left Heart Syndrome”*
- Managed individual research project dealing with congenital heart disease
- Liaised with the SOCKs Director and Research Fellow about various documentation required for the study
- Held meetings consistently to keep the research committee abreast of the study’s progress
- Collected patient health information from the electronic medical record including demographics, decision to treat, radiographic, surgical services, and clinical follow-up data for each patient meeting inclusion criteria
- Performed data entry via REDCap database and ran statistical analysis using SAS
- Successfully defended thesis in front of research committee and guests

SKILLS

Technical

EMR Utilization
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
SAS, Statistical Software
REDCap Statistical Database

HONORS & AWARDS

High Honors Recognition

Meharry Medical College
Aug 2020 – May 2021

Medical Scholar

University of Miami
Miller School of Medicine
July 2020

National Science Foundation Scholar

Tennessee State University
Full funding: tuition and stipend
Aug 2018 - Aug 2020

TLSAMP International Research Recipient

*Universidad Zamorano/Argentine
National Agricultural Research
Institution*
June 2016 – July 2016

CERTIFICATIONS

Basic Life Support (BLS)

Certified Nurse Assistant (CNA)

*CITI Training: Biomedical Research
for Investigators & Key Personnel,
Biosafety 101: Standard
Microbiological Practices,
Chemical & Physical Safety in Lab,
Ergonomics, Good Clinical Practice,
Responsible Conduct of Research,
Working Safely with Human
Derived Materials in Lab*

**SAS 9.4 Cert: Programming
Essentials, Accessing Data,
Exploring & Validating Data,
Analyzing & Reporting on Data**

EXPERIENCE CONTINUED

Student Research Intern

Monroe Carell Jr. Children's Hospital at Vanderbilt | Nashville, TN | May 2019 – July 2020

- Processed tissue and stored it as Formalin Fixed Paraffin Embedded (FFPE) sections or in the pediatric biobank
- Sectioned FFPE tissue using a microtome
- Performed H&E (hematoxylin and eosin) staining on sectioned tissue
- Conducted biomarker analysis using the Rosche cobas e 411
- Presented oral and poster presentations on research experience

Clinic Manager

Southeast Eye Specialists | Nashville, TN | May 2018 – Aug 2018

- Ensured adherence to the organization's daily activities
- Assisted with surgery scheduling, front office duties, and ophthalmic scribing when needed
- Provided effective leadership, coaching, counseling, evaluating, and mentoring of staff
- Performed HIPAA training and Bloodborne Pathogens training

Clinic Coordinator – Ambulatory Clinics

Nashville General Hospital | Nashville, TN | Sept 2017 – May 2018

- Organized and oversaw the administrative aspects of the General Surgery, ENT, Rheumatology, Urology, and Plastic Surgery clinics
- Coordinated and collaborated with the patients and staff to maintain standards for professional patient care delivery
- Brought organization to the ambulatory clinics that helped optimize the patient and provider wait times
- Maintained compliance with HIPAA, OSHA, and Joint Commission guidelines
- Created an environment conducive to patient care and positivity
- Served as the focal source in the ambulatory clinics

Administrative Assistant I, Mid Cumberland Regional Office

Tennessee Department of Health | Nashville, TN | May 2017 - Sept 2017

- Prepared and modified documents for supervisors and directors using word processing, spreadsheets, and presentation software
- Updated the electronic database for all high-risk facilities in the Mid-Cumberland region
- Created and organized patient charts for the Tuberculosis Clinic
- Entered STD labs for 12 counties in the state

Patient Care Technician

Saint Thomas Rutherford Hospital | Murfreesboro, TN | June 2016 - July 2017

- Assisted patients with activities of daily living including oral care, feeding, bathing, dressing, toileting, transferring, continence, vital signs, blood sugars, specimen collection, and other duties as assigned
- Demonstrated respect and regard for the dignity of all patients, families, visitors, and fellow employees to ensure a professional, responsible, and courteous environment
- Documented all patient activity and vital signs in the EMR system

Medical Receptionist

Family Health Associates | Murfreesboro, TN | August 2014 – March 2016

- Managed electronic medical records via eClinicalWorks
- Protected patients' rights by maintaining the confidentiality of personal and financial information
- Verified insurance, scheduled appointments, and collected payments