

Aspiring physician with 1+ years of experience as a medical assistant, 3+ years in research, and 100+ hours of clinical volunteer experience, seeking further education in medical school. Jessica has a fervent desire to act on ameliorating hardships for patients and work towards reconstructing healthier lives through medical management and effective care.

EDUCATION

University of Southern California, Dornsife College of Letters, Arts, and Science May 2022
Bachelor of Science in Human Biology GPA: 3.91
Double Minor in Web Applications and Technologies, Health Care Studies
Honors: *Summa Cum Laude*, Dean's List (2018-2022), USC Norman Topping Scholar, USC Provost's Fellowship (2021, 2022)

PROFESSIONAL EXPERIENCE

AllergyDox/Hey Allergy/Los Angeles Food Institute Jun 2022 – Current
Medical Assistant

- Provide support to healthcare providers and ensure a smooth and efficient workflow in the clinic
- Conduct skin prick testing, preparing and administering patch tests, giving injections, performing spirometry, mixing antigens, assisting with patient intakes, and taking vital signs.
- Cross-trained to perform front office duties regarding patient scheduling and insurance

Los Angeles Ambulatory Surgery Center Jan 2022 – Jun 2022
Medical Assistant

- Prepare operation room, transport patients, and assist physician with endoscopy and colonoscopy procedures
- Record vital signs for ~25 patients a day and ensure smooth recovery of patients after the procedures
- Ensured the cleanliness, sanitation and maintenance of all beds, exam rooms, and equipment

Ronald Tutor Campus Center Aug 2018 – May 2022
Campus Center Associate and Consultant

- Serve as the public's main point of contact for questions regarding directions, student-life, and campus-life
- Oversee the Campus Center's five floors of building operations and ensure that events run smoothly
- Assist with room and audio-visual set-ups for programs within the Campus Center and at Tommy Trojan

VOLUNTEER EXPERIENCE

Orthopaedic Institute for Children (OIC) Aug 2021 – May 2022
Volunteer

- Organize recreational activities for pediatric patients to turn passive waiting into active care
- Assist physical therapists in administering treatment programs, assessing patient health, and sanitization
- Aid physicians in cast application and removal in Urgent Care or Fracture Department

Medical, Educational Missions and Outreach (MEMO) Sep 2020 – May 2022
Outreach Coordinator

- Spearheaded the 32nd Street School Health Workshop with 25+ IB High School students
- Maintain weekly communication between the USC Asian Pacific American Student Assembly (APASA) and MEMO
- Collaborate with the Finance Chair to apply for grant funding for professional, social, and outreach events

USC Alpha Phi Omega (APO) Sep 2019 – May 2022
Vice President of Communications

- Demonstrated cardinal principles of leadership, friendship, & service through events at USC or in the community
- Self-started a service spotlight series to showcase service partners amidst the COVID-19 Pandemic
- Collaborate closely with the President and Sergeant-at-arms to organize effective general and Eboard meetings

Philanthropy Chair

- Revamped APO's Philanthropy to provide more meaningful opportunities for 100+ APO members
- Created and distributed 40 mask and hand sanitizer kits and 100 period hygiene kits to Skid Row
- Advocated for increased engagement and educational awareness on the community we serve in South Central LA

USC Science Outreach

Jan 2019 – May 2022

Member/PR Coordinator/Vice President of External Affairs

- Increased engagement and visibility by building meaningful relationships with prospective and 100+ members
- Led a team of 7 members and fostered positive collaborations (Secretary, Membership, Social, Historian, PR)
- Inspired 1st through 3rd graders to become science enthusiasts by performing weekly science experiments

USC Joint Educational Project, 32nd Street Elementary School

Jan 2019 – May 2019

Teacher

- Coordinated a Peace Curriculum with a team of 4 USC students to teach a class of 25 second graders once a week
- Performed weekly check-ins with the program director to provide updates and feedback to improve class sessions
- Successfully fostered enthusiasm for mindfulness and strategies to incorporate peace in the students' lives

ACADEMIC EXTRACURRICULARS

Proctology Institute of Beverly Hills*Physician Shadowing, Dr. Ghodsian Maziar, D.O., P.C.*

June 2022

- Shadowed Dr. Maziar on his surgical techniques in cosmetic proctology, how to take appropriate patient histories, and learn the physiology and pathophysiology of disease processes

American Medical Women's Association Premedical Branch at USC (AMWA)

Jan 2020 – May 2022

Events Committees Representative

- Contacted guest physicians and medical students for professional panels and fostered networking relationships
- Brainstormed creative and engaging event ideas such as a mask masking event and "Moms in Medicine" panel
- Led a team of 10 general members to enhance overall participation and engagement in AMWA event planning

LAC + USC Medical Center*Physician Shadowing, Dr. Collin Cousins, M.D.*

Dec 2019

- Shadowed Dr. Cousins to assess and attend to patients who enter a hospital's emergency room. Dr. Cousins skillfully and immediately treated any injuries, infections, or other conditions to stabilize patients.

Children's Hospital Los Angeles Saban Institute

Aug 2019 – Jun 2022

Research Assistant

- Brainstorm intervention strategies to reduce developmental delays in newborns with Congenital Heart Disease
- Collect qualitative and quantitative data during developmental assessments for infants and toddlers
- Extract data from medical charts and input data for analysis in compliance with HIPAA

PUBLICATIONS

1. Tran, N., Tran, M., Lemus, R., Woon, J., Lopez, J., Dang, R., & Votava-Smith, J. (2022). Preoperative Care of Neonates With Congenital Heart Disease. *Neonatal network : NN*, 41(4), 200–210.
2. Tran, N., Tran, M., Lopez, J., Woon, J., Nguyen, J., & Brecht, M. (2021). Impact of COVID-19 on Pediatric Clinical Research. *Journal of Pediatric Nursing*, 61, 240–244.
3. Chwa, J., Peterson, B., Brady, K., Borzage, M., Woon, J., & Tran, N. Cerebrovascular Responses to a 90° Tilt in Healthy Neonates. Pending to the Journal of *Physiological Measurement*.
4. Tran, M., Miner, A., Woon, J., Votava-Smith, J., & Tran, N.. Sociodemographic Profile Associated with Congenital Heart Disease among Infants. Pending to the Journal of *Pediatric Cardiology*.

SKILLS AND INTERESTS

Skills: Beginner Spanish (Level 3), Proficient in Microsoft Office, Intermediate in graphic and web design (HTML/CSS/JS)**Interests:** Acai bowl and smoothie enthusiast, painting, self-teaching the ukulele and crocheting, creating websites in HTML