

Emily Paz

SUMMARY:

Current student planning to major in Chemistry with interests in finding an internship or position related to the field of chemistry. Strengthened skills in leadership and group work.

SKILLS:

- Fluent in English and Spanish
- Familiar with Microsoft and Excel Programs
- Strong Problem Solving and Analytical Skills
- Strong Leadership Skills

EDUCATION:

Currently pursuing an Associate of Arts degree in General Studies, Howard Community College, Columbia, MD. Expected graduation May 2023 with plans to earn a Bachelor's degree in Chemistry.

Current GPA: 3.7/4.0

EMPLOYMENT HISTORY:

Medical Assistant, Greater Washington Orthopedics (Holy Cross Hospital), Silver Spring, MD,
June 2021-August 2021

- Interpret diagnostic test results for deviations from normal.
- Prescribe therapy or medication with physician approval.
- Obtain, compile, and record patients medical data, including health history, progress notes, and results of physical examination.
- Make tentative diagnosis and decisions about management and treatment of patients.

Data Entry, Skin Sensational Scents, Savage, MD, January 2021-May 2021

- Compile, sort, and verify the accuracy of data before it is entered.
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Locate and correct data entry errors, or report them to supervisors.
- Maintain logs of activities and completed work.

Cashier, Chipotle, Chipotle, Columbia, MD, June 2019-August 2019

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Answer customers' questions, and provide information on procedures or policies.

HONORS/AFFILIATIONS:

- Member, Rouse Honors Scholars Program, Howard Community College
- Member, Phi Theta Kappa, Howard Community College
- Club Liaison, Student Government Association, Howard Community College
- Dean's List, Howard Community College
- Member, Pre-Med. Club, Howard Community College
- Member, Ambiciones, Howard Community College
- Member, Latin American Student Union, Howard Community College
- Member, Dragon Leadership Program, Howard Community College
- Member, National Honor Society, Hammond High School, Senior Year
- Member, National Spanish Honor Society, Junior and Senior Year
- Member, National Science Honor Society, Junior and Senior Year
- Member, Delta Scholars Program, Sophomore, Junior and Senior Year
- Special Recognition Award, Inter-Mentor Program- GT at Hammond High School
- Maryland General Assembly Official Citation for Outstanding Entry, National History Day Competition, Patuxent Valley Middle School