

STEPHANIE STEM

Knoxville, Tennessee • (555) 555-5555 • sstem@vols.utk.edu • linkedin.com/in/sstem

EDUCATION

The University of Tennessee, Knoxville, College of Arts and Sciences

Knoxville, TN

Bachelor of Science in Neuroscience

May 20XX

Major: Neuroscience | Minor: Psychology

Cumulative GPA: 3.85/4.00

Dean's List | Magna Cum Laude

Fall and Spring 20XX-20XX

CLINICAL EXPERIENCE

Scribe America

Knoxville, TN

Medical Scribe

October 20XX – Present

- Document patient histories, physical exams, diagnoses, and treatment plans for 20+ patients per shift using the EPIC medical record system
- Accompany healthcare providers during patient visits to record medical information and procedures in real time
- Transcribe laboratory, radiographic, and diagnostic results and assist with pending orders for referrals, medications, tests, and procedures as directed by physicians

Remote Area Medical

Rockford, TN

Volunteer

January 20XX - May 20XX

- Collaborated with healthcare professionals through mobile clinics while providing free medical, dental, and vision care to underserved populations
- Supported clinic operations through patient assistance, outreach, fundraising, and logistical coordination efforts

RESEARCH

University of Tennessee

Knoxville, TN

Neuroscience Research Lab Assistant

June 20XX – August 20XX

- Conducted neuroscience and health psychology research as part of an 8-week supervised research experience
- Evaluated and critiqued psychological research literature to support scientific inquiry and critical thinking
- Communicated research findings through written analysis and collaborative discussion with faculty and peers
- Applied ethical standards and research practices in the evaluation of modern psychological research

LEADERSHIP AND INVOLVEMENT

Pi Beta Phi Fraternity for Women

Knoxville, TN

Active Member

August 20XX - Present

- Participate in recruitment and member engagement activities within an organization of 200+ members
- Represent the organization in campus-wide events and collaborations with other student organizations
- Contribute to chapter initiatives through teamwork, leadership, and service

Leadership and Nominating Committee

January 20XX - December 20XX

- Collaborated with committee members to evaluate applications and interview candidates for executive board positions
- Participated in leadership selection discussions and decision-making processes for future chapter leadership

CERTIFICATIONS

- CPR and Basic Life Support (BLS) Certification Expires December 20XX
- First Aid Certification Expires May 20XX
- Psychological First Aid Certification Expires March 20XX

SKILLS

Clinical: EPIC electronic medical records, medical documentation, patient interaction, clinical support

Research: Scientific literature review, data analysis, research ethics

Technical: Microsoft Office Suite, Google Workspace