**ALEXIS ENGLISH**

West Friendship, MD |410-802-5398 | Nicoleae.english@gmail.com| www.linkedin.com/in/alexis-english

**EDUCATION**

**University of Nebraska-Lincoln**, Lincoln, NE

Bachelor of Arts, May 2024

Major: Psychology

**Metropolitan Community College**, Fremont, NE

EMT Program, May 2024

**The Hun School of Princeton**, Princeton, NJ

High School Graduate, May 2020

**WORK EXPERIENCE**

**Methodist Fremont Health**, Fremont, NE

*Student, 04/2024 - 05/2024*

* Effectively managing and offering support to both office staff and patients ensuring efficient operations and a patient-centric environment.
* Providing Basic lifesaving care for 40+ patients, evaluating vital signs, performing EKG’s, checking blood pressure and oxygen levels, administering nebulizer therapy and oxygen.
* Following procedures when assessing patients, completing SOAP Charting, and obtaining all vitals.

**Fremont Fire and Rescue**, Fremont, NE

*Student, 04/2024 - 05/2024*

* Providing compassionate care, responding to a high volume of calls, conducting on-scene patient assessments, and communicating with families and patients to identify treatments based on medical history.
* Providing Basic lifesaving care for patients, evaluating vital signs, performing EKG’s, checking blood pressure, and oxygen levels, administering nebulizer therapy and oxygen, administer appropriate medication, and assisting Paramedics in the squad.

**H. George Levy MD Pc,** Monroe, MI

*Office Administrator Intern, 05/2023 - 09/2023*

* Effectively managing and offering support to both office staff and patients ensuring efficient operations and a patient-centric environment.
* Efficiently providing support for the financial operations/ processes of the practice such as account receivable, accounts payable, billing, and payroll.

*Intern, Summer 2021-2023,*

* Participating in shadowing rotations with Otolaryngology and Dermatology physicians, actively observing clinical procedures and providing assistance during in-office surgical interventions.
* Conducted patient intake procedures, including vital sign assessment, medical history documentation, and surgical room preparation, ensuring a streamlined and patient-centered healthcare experience.
* Designed, implemented, and oversaw comprehensive COVID-19 protocols in a medical facility that cateres to high-risk patients, ensuring their safety and compliance with healthcare guidelines.

**Integrative Dermatology PLLC**, New York, NY

*Medical Front Desk Staff Intern, Summer 2020*

* Provided support for patient scheduling, efficiently handled phone inquiries, and liaised with insurance agents to ensure seamless administrative operations.
* Conducted patient intake procedures, including vital sign assessment, medical history documentation, and room preparation, ensuring a streamlined and patient-centered healthcare experience.
* Acted as a mentor for new employee, guiding them through their initial weeks and helping them acclimate to their roles.

**ACTIVITIES & INVOLVEMENT**

**NHRI Leadership Mentoring**, Lincoln, NE

*Interviewer Team Member, Present*

* Conducting structured interview with prospective mentors to evaluate commitment, qualifications, and suitability for NHRI.
* Working closely with senior leadership team to align interview processes with program goals.
* Engaging in ongoing training and development to enhance interviewing skills and best practices to date.

*Tri-Chair, Present*

* Strategically executing weekly meetings alongside two other tri-chairs and one project manager to ensure productive outcomes.
* Assisting fellow mentors in creating a conducive environment for productive mentor-mentee interactions.
* Creating and executing dynamic engagement strategies to enhance interest and involvement.

*Member, 06/2020 - Present*

* Providing mentorship in life skills and leadership to empower mentee to achieve personal leadership and growth through expanding life resources.
* Assisting mentee in exploring potential college majors and career paths through sharing personal experiences, providing resources, and helping them make informed decisions.
* Providing and fostering a safe space with open and effective communication to help mentee achieve a sense of direction and purpose.

**VOLUNTEERISM & SERVICE**

**The Center for People in Need**, Lincoln, NE

*Volunteer, 07/2022 - Present*

* Coordinating clothing options and organizing clothing items to be easily accessible for families.
* Offering essential food support by arranging supplies for both ongoing pantry services and holiday initiatives.

**Special Olympics**, Bethesda, Maryland

*Volunteer/Coach, 01/2012 – 06/2020, summers 2021-2022*

* Engaged in discussions with State Legislators and Congress to advocate for millions of dollars to support the Special Olympics Maryland community.
* Participated in a daring 12-story descent down the tallest building in Howard County to raise funds for Special Olympics Maryland.

**March of Dimes**, Baltimore, Maryland

*Volunteer/Intern, 03/2012 - 07/2020*

* Assisted in the execution of events, ensured their success, and contributed to the March of Dimes mission by engaging with the donors, sponsors, and event participants.
* Dedicated time and resources to promote awareness about research advancements, advocacy opportunities, and programs aimed at improving maternal and child health.

**RESEARCH EXPERIENCE**

**BSMART Laboratory,** Lincoln, NE

*Research Assistant, Breanne Sande-Martin, 08/2021 – 01/2023*

* Participated in weekly one-on-one meetings to review articles and address research needs.
* Proficiently conducted research by sourcing, analyzing, and pre-vetting articles from scholarly journal.
* Summarized peer reviewed journals and articles facilitated their integration into this research paper.

**Certifications**

* Basic Life Support (BLS), American Red Cross, February 2024
* EMT-B Certification, (In Progress), May 2024
* EMT-B Certification from National Registry of Emergency Medical Technicians, (Expected), May 2024

**SKILLS**

* Basic Life Support
* CPR
* Patient Stabilization
* EMS
* Patient Care
* Empathetic Care
* Pharmaceutical Intervention
* Team leadership
* Training and development
* Communication
* Conflict Resolution and de-escalation
* Strategic Planning
* Limited Working Proficiency in French