

Hanna Tafete

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Education

BS | MAY 2021 | THE UNIVERSITY OF CENTRAL FLORIDA | GPA: 3.4

Major: Health Sciences Pre-Clinical concentration

Minor: Health Services Administration

SKILLS

Microsoft office (Word, PowerPoint, Excel), POS systems, Cerner EMR system, CPR certified

Experience

MEDICAL SCRIBE | SCRIBEAMERICA | APRIL 2019 – JULY 2019

Accompanying physician into patient examination rooms and documenting medical visits as they are being performed, retrieving any past medical documents of a patient and preparing patient records in advance, maintaining standards of HIPAA and OSHA, and operating an EMR system

STUDENT OFFICE ASSISTANT | UCF BUSINESS SERVICES | JULY 2018 – APRIL 2019

Organizing, writing and sending email messages, performing various clerical duties such as copying and filing documents, answering phone calls and providing information about office services, taking photos, printing, and troubleshooting issues with student and faculty ID's, training new employees, generating signage as necessary, and operating a POS system

CASHIER | PUBLIX | JANUARY 2016 – JUNE 2017

Scanning, bagging, and loading purchases, processing cash, check, credit card, coupon, and voucher purchases, verifying ages for alcohol and tobacco purchases, conducting daily till opening and closing duties, maintaining a clean and organized workstation, stocking, and providing customer service

Activities

GAMMA PHI BETA, ETA LAMBDA CHAPTER (2019)

Class representative: Reviewed possible candidates with the entirety of the junior class, representing the interests of the junior class on the nominating committee board along with selecting and contacting candidates to be slated with other class representatives

Head of the nominating committee: Responsible for drafting and submitting a letter to the president of the sorority stating slated positions, announcing elected positions to the entirety of the sorority at chapter, and facilitating any nominations from the floor

Elect teller committee (2019): Elected by the junior class to ensure the validity of votes submitted for each candidate by reviewing spreadsheets and ensuring appropriate responses were submitted

UCF ORGANIZATIONS

MEDLIFE (2018-2019): Focused on healthcare-based volunteering within the local community

BSU (2017-2019): Focused on raising awareness of the disparities faced by Black and African Americans