

Elizabeth Auguste

857-773-3293 | elizabeth.auguste@gmail.com | Boston, MA 02128

<https://www.linkedin.com/in/elizabeth-auguste/>

PROFILE

With experience in development and healthcare operations, medical records, and civic engagement, I have recently completed the Biotech Certificate by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. We received training on a variety of technical skills including lab safety, equipment and supplies, inventory management, and CO₂ and liquid nitrogen tank safety. My operations background, combined with my soft skills and technical skills from the program, make me well-suited to transition into an early-career role in the life sciences.

EDUCATION

Bioversity – Biotechnology Foundations Certificate of Completion September 2024 - October 2024

Roxbury Community College - A.S. in Engineering September 2024 - Present

Coursera Project Management, Data Analytics Certificate July 2024 - Present

Franklin Cummings Institute of Technology January 2018 - December 2023
Health Information Technology, Medical Office Management, Electrical Engineering, Integrated Applications

PROFESSIONAL EXPERIENCE

Development Operations Coordinator | Hybrid January 2024 – September 2024
Children’s Services of Roxbury, Boston, MA

- Assisted Development, Finance, Marketing & Communications, Strategy, Partnerships, and Institutional Giving teams with comprehensive reporting, event and site visit coordination.
- Donor, volunteer, and external engagement management using Salesforce CRM, resulting in \$37k+ in charitable donations, backpack drive, and Harvard Graduate School collaboration.

Medical Records Specialist | Hybrid, Internship August 2023 - December 2023
Dana-Farber Cancer Institute, Boston, MA

- Managed Healthcare Information and EPIC EHR Systems: Validated, compiled, processed, and maintained organized electronic health records from pathology and imaging laboratories, coordinated tissue receipt.
- Delivered essential and accurate medical data to nurses, and clinicians, ensuring timely and proper patient care.

Patient Advocate May 2022 - May 2023
Commonwealth Alternative Care, Cambridge, MA

- Consulted patients on clinics, doctors and treatments, aided clients in keeping journal records.
- Tracked trends in inventory, process improvement, sales, data evaluation and analytics, project initiation.

SKILLS

- Data Analytics & Reporting: Process improvement, data evaluation, inventory tracking, project management
- Operations Management: Scheduling, room setup, privacy and compliance, records maintenance, HIPAA, EPIC EHR, documentation, Health IT management, SERV Safe Manager Certified, cross-departmental Collaboration

AWARDS/RECOGNITIONS/LANGUAGES

- Mayor’s SPARK Boston Council, August 2024-Present: Leadership, community civic engagement, and advocacy
- GenUnity Community Leadership Fellow Health and Housing Systems: Advocacy, policy, economics and disparities
- Union Capital Boston Leadership and Facilitator Fellowships: Community-based learning, facilitation, leadership
- Fluent in English and Haitian Creole, Conversational in Spanish and French