

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

Gerald Dortichon

508-386-7315 | gdortichon1@gmail.com | Brookline, MA, 02445
<https://www.linkedin.com/in/geralddortichon>

PROFILE

With years of relevant professional experience, I've recently completed the Biotech Career Foundations certificate program designed by Bioersivity in partnership with the Massachusetts College of Pharmacy and Health Sciences. During the eight-week course we received training in a variety of technical skills including lab equipment and supplies, lab safety, inventory management, and CO₂ and liquid nitrogen tank safety. My work experience combined with my transferable soft skills and technical skills from the program make me well-suited to transition into an early-career role in the life sciences.

EDUCATION

Bioersivity – Biotech Career Foundations October 2024
Certificate of Completion

Per Scholas- IT program June 2023
Certificate of Completion

Knoxville College June 2010
Bachelor's Degree

WORK EXPERIENCE

Lead Lab Technician

The Broad Institute January 2021- November 2022

- Tracked and processed live COVID-19 samples for multiple school districts.
- Adhered to OSHA standards and used top tier technological programs to ensure all samples were received and recorded accurately and timely.
- Managed the entire lifecycle of biomaterials, including receiving, recording, tracking, storing, and disposing of biological and genetic samples to ensure efficient lab operations and compliance with safety protocols.

Tier 2 Support/Helpdesk

SimpliSafe March 2017- December 2020

- Actively delivered all-encompassing support for customers using SimpliSafe's extensive catalog of products and proprietary cutting edge security technology.
- Assisted clients remotely in the complete process of installation of their alarm system to troubleshooting components that were not operating to standard.
- Maintained a rotating catalog of old and new clients and had one of the highest retention rates and overall performance and client satisfaction metrics in the company.

SKILLS

- Leadership: I have a knack for being able to delegate tasks to the teammates most equipped to handle them while ensuring their natural proclivities and qualities can flourish in the workplace. I did this in my time as a supervisor with Live Nation where I made sure the roles of my security team were adequately staffed.
- Resourceful: I am very adept at using all the tools available to me to be able to complete the objective at hand, whether that be ensuring laboratory equipment is operating up to standard or trying to find a solution to a complex helpdesk inquiry.

Flor Duarte

617-417-9092 | duarteflor.m@gmail.com | Chelsea, MA 02150

<https://www.linkedin.com/in/florm-duarte/>

PROFILE

With seven years of food and beverage experience and four years of hospitality experience, I am currently enrolled in the Biotech Career Foundations certificate program designed by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. During the eight-week course we received training on a variety of technical skills including lab equipment and supplies, lab safety, inventory management, and CO₂ and liquid nitrogen tank safety. My hospitality background, combined with my transferable 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 – Biotech Career Foundations

September 2024-Present

Certificate of Completion

Somerville High School

September 2009-June 2013

High School Diploma

EXPERIENCE

Operation Supervisor

Courtyard By Marriott, Hersha Hospitality, Brookline, MA

April 2021-Present

- Supervise and communicate between different departments (Front desk, Bistro, Housekeeping, and Sales) to make sure day to day operations run smoothly.
- Create and place orders in “Birchstreet” procurement system while maintaining an updated and organized inventory list for the Kitchen.
- Train new team members in Property Management System (PMS) use, safety policies and procedures; created training manuals for front desk PMS systems
- Assist accounting manager in balancing tax exemptions and creating parking contracts in order for the hotel to maintain a better financial standing.

Front Desk Agent/ Night Auditor

Holiday Inn Express, Hersha Hospitality, Cambridge, MA

January 2020-April 2021

- Managed the guest check-in and check-out process, ensuring a smooth experience while addressing guest concerns to enhance overall satisfaction during their stay.
- Handled guest accounts and folios, ensuring accurate billing and timely payments of guest accounts.
- Provided excellent customer service by assisting guests with information about the local area and the hotel, enhancing their overall experience during their stay.

Cook/Kitchen Supervisor

State Street Pavilion Fenway Park, Aramark, Boston, MA

March 2012- January 2020

- **Buffet Supervisor (2015-2020):** Managed and led kitchen staff to ensure smooth operations and quality service; Placed orders and maintained inventory for the kitchen.
- **Buffet Cook (2013-2015):** Cooked dishes in front of customers, following their request.
- **Line Cook (2012-2013):** Operated efficiently in a fast-paced, high-pressure environment, ensuring timely and accurate order fulfillment while consistently maintaining a safe and clean workspace.

SKILLS

- **Adaptability:** Demonstrated the ability to adapt to new work environment and new roles assigned to me within the company allowing me to be able to troubleshoot problems that may arise at various levels within the company.
- **Persistence:** My persistence has enabled me to grow in every job opportunity. Thriving in environments where mentorships are available, as a strong willingness to learn has consistently opened new doors for new career opportunities.
- **Communication:** This skill is important in any job, including in the hospitality industry and the food and beverage industry. It has helped me provide better customer service and foster better relations my coworkers.

LANGUAGES SPOKEN

Fluent in English and Spanish

Marajuj Jaman

857-234-6379 | Marajujjaman@gmail.com | Boston, MA 02131
www.linkedin.com/in/marajuj-jaman

PROFILE

I've recently completed the Biotech Career Foundations certificate program designed by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. During the eight-week course we received training in a variety of technical skills including lab equipment and supplies, lab safety, inventory management, and CO2 and liquid nitrogen tank safety. I am passionate about contributing my laboratory skills and lab practices into an early-career role in biotech and life sciences, leveraging the knowledge and hands-on experience gained through the Bioversity program.

EDUCATION

Bioversity – Biotech Career Foundations
Certificate of Completion

October 2024

EXPERIENCE

Driver

FedEx, Milton

June 2022 - Present

- Efficiently planned and executed delivery routes to maximize productivity.
- Ensured timely deliveries and maintained customer satisfaction.
- Conducted regular maintenance checks to ensure the vehicle is safe for operation.
- Utilized a Forge scanner daily to manage and control inventory.
- Managed Department of Transportation (DOT) compliance hazardous material.

EMS/Housekeeping

VA Healthcare, West Roxbury

December 2018 - May 2022

- Maintained a clean and sanitary environment in patient rooms by adhering to strict infection control protocols with PPE.
- Safely and efficiently cleaned equipment using appropriate chemicals.
- Enhanced patient experience through clear and empathic interactions.

Skills

- Effective communication
- Safety consciousness
- Time management
- Quick learner
- Problem solver

AWARDS/RECOGNITIONS/VOLUNTEER WORK

Patient Safety Award / VA Healthcare (2020)

LANGUAGES SPOKEN

English and Bengali

Damali Jawarakim

617-431-0163 | djawarakim@gmail.com | Roxbury, MA 02119
www.linkedin.com/in/damali-jawarakim

PROFILE

With 15 years of experience in the medical field, I've recently completed the Biotech Career Foundations certificate program run by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. During the eight-week course we received training on a variety of technical skills including lab equipment and supplies, lab safety, inventory management, and CO₂ and liquid nitrogen tank safety. My medical administration and lab background combined with my transferable 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 – Biotech Career Foundations
Certificate of Completion

October 2024

Harvard
Bachelor of Science, with a focus in Neuroscience

September 2012 - December 2015

EXPERIENCE

Practice Assistant

Jeffery E. Silver, MD, FAASM, FACP; Chestnut Hill

December 2022- April 2024

- Assisted nurses and medical assistants with lab tests and vaccinations, preparing bloodwork for processing and shipment.
- Scheduled and coordinated both internal and external appointments, including sleep studies and OBGYN visits.
- Generated and analyzed reports on missing primary care providers (PCPs), annual quality checks (AQC), and updated insurance information, including changes and referral input.

Practice Coordinator (MFM)

Tufts Medical Center, Boston

October 2020- May 2022

- Sorted and managed incoming mail and faxes, sent certified letters, and obtained necessary records.
- Scheduled and coordinated both internal and external appointments, including IHT and urology consultations.
- Generated and analyzed reports on missing primary care providers (PCPs) and annual quality checks (AQC).

SKILLS

- **Attention to Detail:** Maintained a comprehensive inventory of office supplies, vaccines, and lab materials, ensuring timely restocking to support patient care in the private office.
- **Communication:** Conducted regular check-ins with team members to ensure alignment and effective collaboration within the office.
- **Teamwork:** Monitored office workflow and assisted with cleaning rooms and preparing for patient visits, particularly during busy periods or when the doctor had students present.

AWARDS/RECOGNITIONS/VOLUNTEER WORK

Lifeguard/ Swim Instructor, Camp Hawkeye

June 2022-August 2022

Garfield Josephs II

774-259-1955 | garfield.williamii@outlook.com | Brockton, MA 02301

[Linkedin.com/in/garfield-josephs-ii](https://www.linkedin.com/in/garfield-josephs-ii)

PROFILE

With 10 years of logistics and programming experience, I am enrolled in the Biotech Career Foundations certificate program designed by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. During the eight-week course we received training on a variety of technical skills including handling lab equipment and supplies, lab safety, inventory management, CO₂ and liquid nitrogen tank safety and other critical lab skills. My communication, digital literacy and inventory management background, combined with my technical training from Bioversity, make me well-suited to transition into an early-career role in the life sciences.

EDUCATION

Bioversity – Biotech Career Foundations
Certificate of Completion

October 2024

Roxbury Community College
Pursuing an A.S in Mathematics

September 2018 – Present

Boston Trinity Academy
High School Graduate

September 2009 – May 2013

Experience

Software Programming Consultant
Independent Contractor

May 2020 – Present

- Managed end-to-end digital/data projects from planning to implementation, ensuring timely delivery and client satisfaction.
- Utilized advanced statistical techniques and machine learning algorithms to uncover insights and improve business outcomes.
- Collaborated closely with clients to understand business goals, translating ideas into tangible tools and solutions.

Delivery Route Manager
George's Bakery Products

Dec 2022 – Nov 2023

- Strategically planned delivery routes to maximize efficiency and minimize loss.
- Managed warehouse associates and partners to ensure adherence to schedules and performance standards, inventory accuracy, as well as timely loading and dispatching of goods.
- Ensured compliance with safety regulations and implemented best practices for driver safety.

Skills

- **Critical Thinking:** Possessing the ability to solve complex problems and creating robust solutions in a timely manner. Being cognizant of the many layers to normal operations, so when logistical issues occur, they can be handled specifically and seamlessly within the rest of the required tasks.
- **Communication:** Excellent listening and speaking skills. Whether it is with managers, coworkers or clients, I pride myself on conveying my thoughts well and understanding the essence of what is being said to me.
- **Adaptability:** Skilled in grasping new concepts and routines, and execution of outlined concepts within changing environments. Within my work history, clients or managers have requested things of me that are challenging or out of my direct scope of expertise. I pride myself on the ability to meet these challenges head onto satisfy the given task.

Cassandre Jean-Baptiste

857-452-3324, 857-544-7947 | Kacy_21@yahoo.com | Boston, MA 02119

www.linkedin.com/in/cassandre-kaincy-jean-baptiste

PROFILE

With over nine years of experience in customer service, I have honed my skills in communication, problem-solving, and client relations. Driven by a passion for innovation and a commitment to making a meaningful impact, I am now transitioning into the biotech industry. I am currently enrolled at Bioversity, where I am expanding my knowledge and expertise in biotechnology. During the eight-week course we received training on a variety of technical skills including lab equipment and supplies, lab safety, inventory management, and CO₂ and liquid nitrogen tank safety. My military background, combined with my transferable 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 – Biotech Career Foundations
Certificate of Completion

October 2024

U.S. Army

Enlisted, PFC
Automated Logistical Specialist

Feb. 2017 – Jan. 2021

Nov. 2017 – Jan. 2018

Bunker Hill Community College

Associate's degree, Criminal Justice

September 2018

EXPERIENCE

Citizens Bank/Teller, East Providence, RI

April 2022- Feb. 2024

- Processed customer transactions, including deposits, withdrawals, and transfers efficiently and accurately.
- Resolved customer inquiries and addressed issues promptly.
- Managed cash and balanced drawers at the beginning and end of shifts.

Garda World

Aug. 2021- Dec. 2021

Vault Custodian/ Messenger

- Oversaw vault access and secure fund management to ensure compliance, minimize risk, and maintain client trust, achieving zero security breaches
- Handled money, verified transactions, and recorded activities per regulations.
- Dispatched ATM codes, compiled daily ATM reports and ensured proper end-of-day closure.

Security Officer

Boston Children's Hospital – Security Operations/Badging Office

March 2019- Dec. 2019

- Monitored activities and incidents to ensure safety and security at the hospital.
- Enforced hospital regulations for personnel, visitors, and premises.
- Responded to emergencies, including fire, medical, bomb threats, flooding, and hazardous materials.

Team Lead

Target/Starbucks/Pizza Hut, Watertown, MA

May 2018 – Feb. 2019

- Supervised staff, ensured cleanliness, and managed weekly inventory orders.
- Maintained product availability and collaborated with customers and team members to ensure smooth operations.

SKILLS

- **Showcased versatility and adaptability** by taking on diverse responsibilities beyond initial roles. At Target, I started as a cashier and quickly expanded to work in Food Avenue and as a Barista at Starbucks within the first year. Similarly, at the bank, I began as a teller and seamlessly added duties as an ATM custodian.

- **Flexibility:** I thrive in dynamic environments, eagerly taking on diverse roles and embracing change. I adapt quickly to new tasks, turning challenges into opportunities for growth.
- **Persistence:** I embody determination and resilience, tackling obstacles head-on. Even when faced with setbacks, I remain committed to my goals and continually push forward until I succeed.

CERTIFICATIONS

- ICS-200 For Single Resources and Initial Action Incident, FEMA
- IS-00700.a National Incident Management System, FEMA
- IS-00800.b National Response Framework, FEMA
- IS-00100.b Intro To Incident Command System, FEMA
- Hazmat Awareness, FEMA

LANGUAGES SPOKEN

- Fluent in English, French, and Haitian Creole

Anastasia Pimentel

978-761-0808 | AnastsiaTPimentel@gmail.com | Arlington, 02474
www.linkedin.com/in/Anastasia-Pimentel

PROFILE

With five years of biomedical manufacturing experience, I am enrolled in the Biotech Career Foundations certificate program run by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. During the eight-week course we received training on a variety of technical skills including lab equipment and supplies, lab safety, inventory management, and CO₂ and liquid nitrogen tank safety. My biotech background, combined with my transferable 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 – Biotech Career Foundations
Certificate of Completion

October 2024

Shawsheen Vocational Technical High School
High school diploma, focus on medical assisting

June 2004

EXPERIENCE

Down-stream Technician

Marine Polymer Technologies, Tewksbury, MA

Jan 2014- August 2019

- Monitored and documented filtration processes ensuring accurate records for regulatory compliance
- Elevated productivity with my knowledge of computers including Microsoft Access and Excel. Developed a Microsoft Access database used to track cell line yields.
- Facilitated the disposal of hazardous waste using DOT and RCRA guidelines
- Compiled organized precise cleaning logs to meet with federal regulatory standards for compliance audits.

Customer Service Manager
Sears, North Reading, MA

March 2011- June 2013

- Led a small team of cashiers in sales and customer service skills.
- Worked with my team and management to find sales solutions, boosting our store sales in key areas.
- Communicated with costumers who were unsatisfied, in order to find an amicable resolution.

SKILLS

- Leadership: Led a small diverse team focusing on sales techniques used to raise sales metrics.
- Collaboration: Responsibilities as both a leader and team member providing insights into both roles and future growth.
- Communication: Strong verbal communication skills. Allowing for the conveyance of detailed information quickly and accurately in busy work settings.
- Computer skills: include Microsoft and Google suites.

Yvenel Prosper

857-395-6786 | yvenelprosper@gmail.com | Hyde Park, MA 02136

www.linkedin.com/in/yvenel-prosper

PROFILE

With five years of customer service experience and nearly four years of caregiving expertise, I recently completed the Biotech Career Foundations certificate program offered by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. This eight-week course provided me with hands-on training in lab equipment, safety protocols, inventory management, and the handling of CO2 and liquid nitrogen tanks. My diverse background, combined with my strong soft skills and technical training, positions me well for an early-career role in the life sciences.

EDUCATION

Bioversity – Biotech Career Foundations

Certificate of Completion

September 2024 - October 2024

Quincy College

Certified Nurse Assistant (CNA) License

October 2023 - February 2024

American University of The Caribbean

B.S., Civil Engineering

September 2009 - May 2014

EXPERIENCE

CNA/Nurse Assistant

Boston Medical Center, Boston, MA

May 2024 - Present

- Assist residents with vital signs monitoring and provide personal care, ensuring their comfort and well-being.
- Maintain attention to detail by regularly checking emails and charts for new tasks, ensuring accuracy and timely completion of responsibilities.
- Perform EKG for patients by preparing and calibrating EKG machines for accurate readings, ensuring all equipment is functioning properly and following protocols for effective readings.

Dialysis Warehouse Assistant

Dialymed, Santiago, Chile

April 2021 - October 2022

- Efficiently dispatched and prepared orders for multiple clients across various states, ensuring accuracy and timeliness in fulfilling their dialysis supplies.
- Collaborated with drivers to organize and schedule deliveries, optimizing routes for efficiency and ensuring that clients received their supplies on time.
- Conducted regular inventory checks to monitor stock levels, track usage, and manage reorder processes to prevent shortages or excess.

SKILLS

- **Attention to Detail:** Regularly monitored patient charts and emails for updates, ensuring accuracy in care and timely task completion.
- **Adaptability & Learning:** Quickly adapted to leadership roles and problem-solving under pressure, efficiently coordinating deliveries and managing inventory.
- **Teamwork & Collaboration:** Collaborated closely with nursing staff and physicians to ensure seamless patient care, contributing to a positive and efficient team environment.

LANGUAGES SPOKEN

Fluent in Haitian Creole, French, Spanish and English

Luis Romero

617-639-3514 | Luiscao0345@gmail.com | Dorchester, MA 02121

www.linkedin.com/in/LuisRomero27

PROFILE

I've recently completed the Biotech Career Foundations certificate program designed by Bioersity in partnership with the Massachusetts College of Pharmacy and Health Sciences. During the eight-week course we received training on a variety of technical skills including lab equipment and supplies, lab safety, inventory management, and CO₂ and liquid nitrogen tank safety. My hospitality and serving background, combined with my transferable soft skills and technical skills from the program, make me well-suited to transition into an early-career role in the life sciences.

EDUCATION AND RELEVANT EXPERIENCE

Bioersity – Biotech Career Foundations

October 2024

Certificate of Completion

- Lab operations, lab safety, inventory management, CO₂ and liquid nitrogen tanks safety, pipetting, media and solutions prep.

University Of Massachusetts Boston

September 2021- May 2023

Completed 2.8 credits towards a B.S. in Biology

- Biology 111, Biology 112, Calculus 1, Calculus 2, English 102, English 102

EXPERIENCE

Food Server

Earls Kitchen + Bar, Somerville, MA

December 2020- Present

- Providing guests with accurate information and recommendations for food and beverage selections. Conducting quality checks with guests to ensure satisfaction and enhance their overall experience. Maintaining a pleasant dining atmosphere with an enthusiastic and professional attitude. Serving food and beverages to patrons in a positive and friendly manner, ensuring a welcoming dining experience.

Grocery Stocker

Whole Foods Market, Charlestown, MA

September 2019- December 2020

- Ensured customers had easy access to merchandise by organizing product displays and storage areas. Performed regular inventory counts, receiving and invoice closing to maintain accurate stock levels as part of my responsibilities as a stocker. Tagged items with correct pricing and arranged them on shelves according to the company's organizational system, ensuring a clean and efficient display.

SKILLS

- **Quick Learning:** Fast understanding of tasks, often being curious and asking questions to learn more and more. Whole Foods brought out my quick learning skills as they had me do new things every month from inventory counting to invoice closing.
- **Adaptability:** Easily adaptable to any environment, having a good composure while under pressure. Earls is a fast-paced restaurant. Keeping a good composure at all times was challenging, but I successfully adapted to it.

AWARDS/RECOGNITIONS/VOLUNTEER WORK

- Perfect School Performance January 2017
- Growth Mindset Award July 2021
- Excellence Award in Math 2 November 2017

LANGUAGES SPOKEN

Fluent in Spanish and English

Dominique Tinsley

857-385-2394 | tinsleyd8715@gmail.com | Dorchester, Ma 02124

[Linkedin.com/in/dominiquetinsley/](https://www.linkedin.com/in/dominiquetinsley/)

PROFILE

I am currently enrolled in the Biotech Career Foundations certificate program run by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. During the eight-week course we received training on a variety of technical skills including lab equipment and supplies, lab safety, inventory management, and CO₂ and liquid nitrogen tank safety. My mental health background, combined with my transferable 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 – Biotech Career Foundations

September 2024 - October 2024

Certificate of Completion

University of Phoenix

September 2011- June 2013

Associate of Arts, Psychology

EXPERIENCE

Peer Specialist

South Shore Mental Health, Quincy, MA

February 2015- December 2017

- Led and conducted peer support groups, workshops, and educational sessions to promote recovery, skill-building, and community engagement, creating a safe and inclusive environment for participants.
- Maintained accurate and confidential records of client interactions, progress, and incidents. Prepare reports as required and ensure that all documentation is up-to-date and compliant with relevant regulations.
- Worked closely with mental health professionals, case managers, and community organizations to coordinate care and ensure that clients receive comprehensive and integrated support.

Residential Counselor

Vinfen Corp., Somerville, MA

November 2012- February 2015

- Handled administrative responsibilities such as scheduling, documentation, and reporting. Ensured that all paperwork and records are up-to-date and accurately reflect residents' needs and progress.
- Ensured that the residential environment is safe and compliant with all relevant regulations and policies. Conducted regular inspections, enforced safety protocols, and addressed any issues or concerns promptly
- Responded to and managed crisis situations effectively, using de-escalation techniques and providing immediate support to ensure the safety and well-being of residents. Collaborated with other professionals to address urgent needs and develop appropriate intervention strategies.

SKILLS

- CO₂ tanks
- Liquid Nitrogen
- Pipetting
- Osha compliance
- Excel and Word Proficient
- Buffers and Media Prep