

Stephanie Lee

1648 West 7th Street
Brooklyn, New York 11223
(929) 245-5645 | stephanie.lee.1197@gmail.com

EDUCATION

Stony Brook University, Stony Brook, NY May 2019
Bachelor of Science in Biochemistry
• Graduated Magna Cum Laude with a GPA of 3.84
Stuyvesant High School, New York, NY June 2015

EXPERIENCE

AGI Medical Pllc., Brooklyn, NY

Medical Assistant October 2020 — Present
• Acted as a liaison between physicians and patients and discharged patients from procedures and office visits
• Coordinated clinical schedules to ensure proper work flow within clinic
• Participated in and assisted physicians during scheduled endoscopic procedures
• Documented office and procedural visits using MDland

City Medical Of Upper East Side, Pllc., New York, NY November 2019 — March 2020

Medical Scribe

- Transcribed and documented office visits in electronic medical records using eClinicalWorks
- Administered point of care testings such as nasal/throat swabs, urinalysis, and electrocardiograms
- Assisted physicians and physician assistants in medical procedures

Stony Brook University, Stony Brook, NY May 2018 — August 2018

General Chemistry Laboratory Teaching Assistant

- Led a class of 15 students twice weekly in completing assigned laboratory experiments
- Ensured all safety guidelines were followed
- Held weekly office hours to aid students with comprehension of lecture material

NYU Langone Hospital - Brooklyn, Brooklyn, NY July 2017 — August 2017

Volunteer at Labor & Delivery Department

- Assisted nurses with taking patients' vitals
- Assembled triad and delivery rooms for incoming patients
- Sought appropriate aid for incoming patients

Stony Brook University, Stony Brook, NY August 2016 — December 2016

General Chemistry Undergraduate Teaching Assistant

- Provided assistance in chemistry-related problems weekly
- Conducted productive and encouraging workshops weekly for 16 students

Visiting Neighbors, INC., New York, NY July 2015 — August 2016

Summer Volunteer

- Visited on average 2 seniors daily to provide emotional encouragement and support
- Helped homebound seniors shop for groceries weekly
- Accompanied seniors to various doctor appointments weekly

ACHIEVEMENTS & AWARDS

Presidential Scholarship Fall 2015 — Spring 2019
Dean's List Fall 2015 — Spring 2019

LANGUAGES

Chinese (Cantonese: fluent speaker; Mandarin: conversational)