

Annie Jarvis

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SUMMARY

Professional and enthusiastic candidate with serving experience. Great communication skills and positive attitude towards customers to elevate their dining experience. Upbeat energy, hardworking and great ability to multitask and assist with any needs to provide extraordinary customer service.

EDUCATION

University of California Berkeley

May 2023

B.A. Public Health GPA: 3.4

WORK EXPERIENCE

Newport Orthopedic Institute

July 2023 - Present

Medical Assistant

- Triage patients, took vitals and assisted with patient care under the supervision of orthopedic doctors
- Communicated clearly and effectively with patients to verify information determine purpose of visit and record medical history

Beer Baron Oakland

January 2023 - June 2023

Server

- Interact with customers and give suggestions on menu items, while providing excellent customer service
- Entered orders into toast POS system for kitchen staff and communicate orders effectively
- Maintained knowledge of a vast menu of food and beverage items to proactively suggest items to customers

Laguna Hills Health and Rehabilitation

June 2021 - August 2021

Nurse Assistant

June 2022 - August 2022

- Assisted 10 patients each shift with activities of daily living
- Provided social and emotional support for 10 patients
- Helped residents with daily hygiene, transfers, oral and peri-care and showering

Berkeley Engagement Center

January 2022 - November 2022

Outreach Worker

- Communicated and connected with alumni about their experiences at UC Berkeley

LEADERSHIP AND VOLUNTEER EXPERIENCE

Rapid Reviews Undergraduate Research COVID-19

August 2022 - Present

- Reviewed and selected medical science preprint papers each week
- Presented and communicated with teams including MDs and students each week

Pre-Physician Assistant Club, UC Berkeley

January 2021 - June 2023

Events Coordinator

- Facilitate speaker seminars and social events for the school year

Alpha Delta Pi

January 2022 - January 2023

Recruitment officer

- Facilitated and managed all incoming recruits, while interviewing and selecting new members

NCAA Division 1 Athlete (Rowing)

September 2019 - December 2021

- Trained and practiced 20 hours a week in preparation for competition

