

# Svetlana Greer

## Physician Assistant

☎ (310) 555-1234

✉ svetlana.greer@email.com

🌐 linkedin.com/in/svetlanagreer

📍 123 Maple Street, Los Angeles, CA 90001

### STRENGTHS

- 👥 **Strong Collaborative Skills**  
Built rapport with a diverse group of healthcare professionals, resolving issues effectively through shared efforts.
- 🗣️ **Patient-Centric Communication**  
Enhanced patient education strategies, making complex information accessible and understandable for various age groups.
- 📅 **Organizational Efficiency**  
Streamlined follow-up appointment processes, resulting in improved scheduling reliability and coordination of care.
- 🔄 **Adaptability Under Pressure**  
Thrived in high-pressure environments, demonstrating flexibility and maintaining service delivery quality amidst interruptions.
- 📊 **Skillful Data Management**  
Efficiently utilized Electronic Health Records for accurate data entry and retrieval, supporting clinical workflows smoothly.

### SKILLS

Patient Care   Clinical Assessment

Electronic Health Records

Bilingual Communication (Spanish)

Team Collaboration

Medical Procedures

### LANGUAGES

English Native

Spanish Proficient

### SUMMARY

Dedicated Physician Assistant with a focus on Otolaryngology and over 6 months of clinical experience. Proven ability to assess, diagnose, and implement medical care while collaborating with multidisciplinary teams. Bilingual in Spanish, delivering effective communication for diverse patient populations. Committed to patient education, providing high-quality care in both inpatient and outpatient settings. Skilled at performing procedures under supervision, ensuring compliance with state regulations. Eng experienced with Electronic Health Records, documenting secure data efficiently. Passionate about improving patient outcomes through teamwork and excellence.

### EDUCATION

#### Bachelor's Degree in Physician Assistant Studies

University of Southern California 🎓 GPA: 3.8 📅 2026 📍 Los Angeles, CA

*Coursework: Anatomy, Pharmacology, Patient Assessment, Medical Ethics*

### TECHNICAL SKILLS

- **Clinical Tools:** Electronic Health Record, Diagnostic Devices, Patient Monitoring Equipment
- **Medical Software:** Epic, MEDITECH, Cerner
- **Communication Platforms:** Microsoft Teams, Zoom, Slack
- **Patient Education Materials:** Brochures, Visual Aids, Digital Resources
- **Therapeutic Procedures:** Endoscopy Techniques, Aspirations, Local Anesthesia Administration
- **Data Security Practices:** HIPAA Compliance, Data Encryption, Secure Communication
- **Assessment Methods:** Physical Examination, History Taking, Symptom Evaluation
- **Workplace Compliance:** California PA Practice Act, OSHA Standards, Institutional Policies
- **Organizational Strategies:** Task Prioritization, Time Management, Resource Allocation
- **Emergency Protocols:** BLS Certification, Recognition of Emergencies, Crisis Management

### EXPERIENCE

#### Student Research Assistant

University Research Lab 📅 January 2026 - Present 📍 Los Angeles, CA

Contributed as a Student Research Assistant working on innovative projects within Otolaryngology. Focused on direct patient assessments, documentation in Electronic Health Records, and collaboration with healthcare providers.

- Conducted patient assessments, recording findings in Electronic Health Records for ongoing research precision.
- Collaborated with healthcare professionals to create educational materials that improved patient understanding.
- Participated in therapeutic procedures under supervision, gaining practical skills related to ENT care routines.
- Assisted in organizing follow-up appointments, ensuring comprehensive continuity of care for research participants.
- Maintained strict confidentiality and adherence to HIPAA regulations regarding sensitive patient information.
- Presented research results effectively at academic conferences, showcasing strong communication abilities.

#### Clinical Intern

HealthCare Intern 📅 June 2025 - December 2025 📍 Los Angeles, CA

Acted as a Clinical Intern supporting care delivery in a bustling healthcare environment. Engaged regularly with patients and families, facilitating education about treatment options while honing data management skills.

## MY CAREER



● Student Research Assistant at University Research Lab (6 Months)

● Clinical Intern at HealthCare Intern (6 Months)

- Supported the evaluation and treatment planning for a wide range of patients in a demanding healthcare setting.
- Interacted with patients and families, communicating effectively to explain treatment plans and ensure compliance.
- Engaged in daily rounds with the medical team, contributing valuable insights during patient management discussions.
- Gained valuable skills entering patient records with accuracy, assuring compliant and timely updates.
- Developed healthy relationships with healthcare professionals, fostering a collaborative work culture.
- Streamlined appointment management processes for scheduling and patient follow-ups, enhancing operational efficiency.

## LEADERSHIP & AWARDS

- Dean's List, University of Southern California, 2024-2026
- Vice President, Student Health Association, University of Southern California, 2025-2026

## CERTIFICATIONS

- Basic Life Support (BLS) 📅 2026
- CPR Certification 📅 2026

## PROFESSIONAL AFFILIATIONS

- Member, Otolaryngology Interest Group, University of Southern California, 2024-2026
- Active member, Volunteer Healthcare Initiative, Los Angeles, 2023-2026

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST