

Denise Hart

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EDUCATION

Hiram College, Hiram, Ohio, Anticipated Graduation: 2021

BA, Biomedical Humanities

Minor: Chemistry

Bio-Med Science Academy, Rootstown, Ohio, 2017

3.8 GPA

EXPERIENCE

2017-present: Secretary, Hiram College Financial Aid Office, Hiram, Ohio

- Help students to understand the process they need to complete to receive financial aid
- Responding to emails from parents and students in regards to their financial aid status
- Created multiple spreadsheets and documents for financial aid counselors
- Displays organizational skills by filing documents alphabetically and numerically
- Proofread official documents created by supervisors to be sent to other institutions and officials

2019-2019: Intern, Northeast Ohio Medical University Anatomy & Neurobiology Lab, Rootstown, Ohio

- Assisted in the writing of various lab protocols
- Documented gerbil behavior with the use of Excel
- Analyzed scientific articles to understand the research taking place in the lab

EXTRACURRICULAR PARTICIPATION

2019-present: Secretary, Hiram College Medicus, Hiram, Ohio

- Take notes during meetings and give them to members who could not attend
- Organize information about potential guest speakers and events
- Send email communications to club members about meeting times

2018-present: Commuter Senator, Hiram College Student Senate, Hiram, Ohio

- Voices concerns and opinions of commuter students to the Student Senate
- Communicate what is happening on campus to commuter students

2018-present: Board member, Commuter Advisory Board, Hiram, Ohio

- Organize events for commuters to participate on campus on
- Bring issues commuters are having to the board and board advisor

2018-present: Dance team captain, Hiram College Dance Team, Hiram, Ohio

- Organizes music and choreography for each of the team's routines
- Manages time effectively by creating a practice schedule
- Help team members to master tricks they struggle with

2017-present: Actress, Hiram College Theater, Hiram, Ohio

- Memorize lines for various plays
- Help dictate choreography and blocking when necessary
- Compose an actor's biography for each show