





# LAUREN DIEZ

Registered Nursing Student

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## CERTIFICATIONS

01.2018  
San Francisco State University  
Certificate in Medical Assistant

## ADDITIONAL LANGUAGES

**Spanish:**  
Speaking - Minimum Professional  
Reading - Full Professional

## ACCOMPLISHMENTS

06.2023  
Dean's List Recipient, Terms 1,2,3, 4,  
Stanbridge University

## STUDENT MEMBERSHIPS

08.2022  
Stanbridge University Nursing  
Student Association of Los Angeles,  
Treasurer

04.2014  
Alpha Gamma Delta, Vice President  
Campus Relations, San Francisco  
State University

## VOLUNTEER INVOLVEMENT

01.2017 - 01.2020  
UCSF Medical Center, Falls and  
Safety Team Member Volunteer  
San Francisco, Ca

## COMMUNITY SERVICE

05.2023  
Read Books to Children Event -  
Additional Registration Required

06.2023  
Hypertension Screening for  
Seniors - Chino

06.2023  
Oldtimers Center of Chino Senior  
Health Fair & Resources Fair  
Hypertension Screenings

07.2023  
Hypertension Screening for  
Seniors - Chino

## RELATED SKILLS

- Patient Care
- Patient Instructing
- Patient Risk Management and



## EDUCATION

07.2025  
Bachelor of Science in Nursing  
**STANBRIDGE UNIVERSITY**

01.2018  
Bachelor of Science in Biology  
**SAN FRANCISCO STATE UNIVERSITY**



## WORK EXPERIENCE

Present  
Dermatology and Laser Centre, Studio City, Ca

### MEDICAL ASSISTANT

- Responsible for obtaining and maintaining accurate medical history for patients and ensure to send medication requests via electronically
- Deliver benign pathology results upon request and provide patient education regarding inquiries including medication usage
- Support staff and report to head physician and other medical staff, and ensure the safety of patients including daily visitors

07.2020  
University of California, San Francisco, San Francisco, Ca

### LABORATORY RESEARCH ASSISTANT

- Performed tagging and genotyping mice used for experiments and utilized gel electrophoresis during experiments
- Tracked experiment results and participated in data review, and maintained reagents, solutions and media for lab members
- Designed DNA primers to identify specific sequences and collaborated with department

08.2018  
San Francisco State University, San Francisco, Ca

### ASSISTANT HOUSEKEEPING COORDINATOR

- Elaborated reports and transmit sheets to payroll, such as time card tracking, recorded daily sick, vacation, and overtime
- Created and maintained records and files of general information for personnel, suppliers and contractors, and responded to immediate attention work tasks
- Scheduled personnel event responses, addressed emergencies, and interacted with other departments to coordinate staffing needs to ensure efficiency

04.2018  
San Francisco State University, San Francisco, Ca

### CUSTOMER SERVICE COORDINATOR

- Prepared and reviewed operational reports and schedules to guarantee accuracy and efficiency, and directed the supportive services department
- Hired and terminated clerical and administrative personnel, analyzed internal process, and implemented procedure and policy changes to improve operations
- Responsible for monitoring the facility to ensure its safety, security, maintenance, and operations