

# Kaitlyn E. Nichols

Lawrence, KS 66045  
(785) 735-7096 | kaitlynenichols17@gmail.com

## SKILLS

---

Microsoft Office Suite  
Billing and Invoicing  
Typing: 57 WPM with 97% accuracy

Meditech EHR Software  
Meditech Expance  
Perceptive Content Software

## PROFESSIONAL EXPERIENCE

---

**Clinic Office Assistant**, Hays Medical Center- Dreiling/Schmidt Cancer Institute  
Hays, KS | April 2022 - Present

- Greet office visitors in a professional and friendly manner.
- Alert staff attentively to arrivals of scheduled patient appointments to ensure prompt patient care.
- Retrieve and send information and documents proficiently using Meditech EHR Software.
- Receive and forward incoming communications punctually, such as phone calls, emails and mailed letters.
- Manage multiple projects, such as incoming referrals and paperwork for insurance cancer policies, simultaneously by using organizational and analytical tactics.

**Student Office and Teaching Assistant**, University of Kansas- Aerospace Engineering  
Lawrence, KS | September 2021 - Present

- Maintained accurate directory of all staff and phone extensions.
- Update student data skillfully to maintain accurate records of academic progress.
- Perform clerical duties, including grading assignments, responding to student emails, supervising weekly lectures, copying, faxing, filing, and meeting time-sensitive deadlines.
- Manage appointments and meetings for head staff and conference rooms of the Aerospace Engineering Department.
- Implement and upgrade the Aerospace Engineering website.

**Shadow Experience**, Hays Medical Center- Dreiling/Schmidt Cancer Institute, Pediatric Clinic  
Hays, KS | May 2023 - August 2023

- Shadowed Dr. Anthony Accurso, Dr. Roberto Rodriguez, and Dr. Isaac Chambers in the Oncology Clinic.
- Engaged in answering patient questions and readily involved in creating patient treatment plans.
- Shadowed Dr. Michelle Pope in the Pediatric Clinic.
- Observed patient checkups, sports physicals, and critical care in the NICU.

**Skating Carhop**, Sonic Drive-In

Russell, KS | May 2019 – August 2021

- Enhanced customer experience by providing exceptional interpersonal skills.
- Reduced average order delivery time by thirty seconds.
- Successfully completed alternative cleaning services in addition to daily cleaning duties.
- Provided accurate change and order receipts promptly when processing and completing customers' cash transactions.

## EDUCATION

---

**Bachelor of Science in Human Biology**- Pre-Physician's Assistant; GPA 3.64 / 4.0 | University of Kansas  
Lawrence, KS | Expected Graduation in May 2024

## AWARDS AND COMMUNITY INVOLVEMENT

---

**Dennis E. Rieger Vice President of Administration** (2022, 2023) | University of Kansas

- Managed and documented incoming Judicial Boards for residents.
- Attended biweekly executive board meetings and reported issues regarding completion of hall shifts to the executive board.

**Dennis E. Rieger Head of Judicial Board Committee** (2022, 2023); **Member** (2021,2022) | University of Kansas

- Supervised the Judicial Board Committee
- Appointed appropriate sanction shifts to residents for inappropriately completing tasks.

**Dennis E. Rieger Head of Constitutional Review Committee** (2022, 2023); **Member** (2021, 2022) | University of Kansas

- Organized and facilitated the semesterly Constitutional Review meeting.
- Created voting poll to approve proposed amendments for scholarship hall residents.

**All Scholarship Hall Constitutional Review Committee** (2022, 2023) | University of Kansas

- Reviewed and amended the All-Scholarship Hall Constitution

**Nomination for Student Employee of the Year** (2023) | University of Kansas

**National Residence Hall Honorary; Kenneth L. Stoner Chapter** (2021) | University of Kansas

**CLAS Honor Roll** (Fall 2021- Fall 2022) | University of Kansas