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# Rachel Morgan Rentfro

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<b>Relevant Work Experience</b>	<p><b>July 2010-Present The Study of Mathematically Precocious Youth</b> <b>Vanderbilt University</b> <b>Nashville, TN</b> <b>Research Analyst II</b></p> <ul style="list-style-type: none"><li>• Extensive work with programs, such as SPSS, Excel, Filemaker, and Microsoft Word</li><li>• Act as a mediator between participants and staff</li><li>• Conduct phone surveys</li><li>• Conduct criterion searches</li><li>• Locate participants for mailings</li><li>• Set up social media accounts for SMPY to help keep track of participants and communicate our findings with them</li><li>• Perform basic secretarial duties, including, but not limited to, sending faxes, answering phones, and making copies</li><li>• Created and maintain websites</li></ul> <p><b>August 2016-Present Programs for Talented Youth</b> <b>Vanderbilt University</b> <b>Nashville, TN</b> <b>Enrollment Management and Social Media Coordinator</b></p> <ul style="list-style-type: none"><li>• Extensive work with programs, such as SPSS, Excel, Filemaker, Schooldocs, and Microsoft Word</li><li>• Retain participant records in Filemaker and Schooldocs</li><li>• Create invoices for participants</li><li>• Train in PCI compliance for and obtain participant credit card payments</li><li>• Maintain social media accounts for PTY on Facebook, Twitter, and Instagram</li><li>• Utilize Linktree and Hootsuite for social media</li><li>• Perform basic secretarial duties, including, but not limited to, sending faxes, answering phones, and making copies</li><li>• Maintain websites</li></ul>
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<p><b>Relevant Work Experience Continued</b></p>	<p><b>March 2015- August 2016 Advanced Neurosciences Institute Franklin, TN Clinical Research Coordinator/Electrodiagnostic Technician</b></p> <ul style="list-style-type: none"> <li>• Worked with patients, taking vital signs and discussing medications and adverse events</li> <li>• Performed electrodiagnostic assessments, such as Evoked Potentials (EP) and Electroencephalogram (EEG) tests</li> <li>• Conducted Optical Coherence Tomography (OCT)</li> <li>• Performed phlebotomy collection and process labs</li> <li>• Worked in electronic databases, such as Medidata and Inform</li> <li>• Conducted phone surveys</li> <li>• Performed basic secretarial duties, including, but not limited to, sending faxes, answering phones, and making copies</li> <li>• Executed Multiple Sclerosis Functional Composites (MSFC)</li> </ul>
<p><b>Education</b></p>	<p><b>2017-2021 Vanderbilt University Nashville, TN Master of Liberal Arts and Sciences</b></p> <ul style="list-style-type: none"> <li>• Current Cumulative GPA of 3.86 on a 4.0 scale</li> </ul> <p><b>2008-2010 The University of Tennessee Martin, TN Bachelor of Arts, Psychology</b></p> <ul style="list-style-type: none"> <li>• Cumulative GPA of 3.66 on a 4.0 scale</li> <li>• Graduated Magna Cum Laude</li> <li>• Ranked in the Top 10% of my class</li> <li>• Honorary Dean's List recipient every semester</li> </ul>
<p><b>Work-Related Training</b></p>	<p><b>2016 Larry Head Institute Ann Arbor, MI Electrodiagnostic Training</b></p> <ul style="list-style-type: none"> <li>• Brainstem Auditory Evoked Potentials (BAEP)</li> <li>• Somatosensory Evoked Potentials (SEP)</li> <li>• Visual Evoked Potentials (VEP)</li> </ul>

<b>Awards Received</b>	<ul style="list-style-type: none"><li>• Vanderbilt University Staff Advisory Council Member of the Month, September 2014</li><li>• Ranked in Top 3% on Major Field Exit Exam, 2010</li><li>• Awarded Magna Cum Laude in the National Scholar's Honor Society, 2010</li><li>• Psi Chi Secretary, 2009-2010</li><li>• Won Honorable Mention for Poster at Mid-South Psychology Conference, 2008</li></ul>
<b>References</b>	<ul style="list-style-type: none"><li>• Dr. David Lubinski, Cornelius Vanderbilt Professor of Psychology and Co-Director of The Study of Mathematically Precocious Youth</li><li>• Jessica Thurmond, Clinical Trial Manager</li><li>• Dr. Roochi Ghodasara, Clinical Research Associate</li><li>• Miranda Sanders, Site Manager</li><li>• Dr. Kira McCabe, Postdoctoral Fellow</li></ul>