

# Lauren Mitchell

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(c) 901-825-0796

## EDUCATION

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- Bachelor of Arts**, *Vanderbilt University*, Nashville, TN Class of 2016
- Medicine, Health and Society (Critical Health Studies)
  - Religious Studies (Eastern Religions)
- Master of Public Health**, *Vanderbilt University*, Nashville, TN Exp. graduation date: May 2021
- Health Policy track

## EMPLOYMENT

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- Project Coordinator**, *Vanderbilt Medical Alumni Affairs*, Nashville, TN 2018-present
- Coordinate registration efforts for Vanderbilt University School of Medicine Reunion 2018
  - Manage complex spreadsheets and data for over 1000+ registrants
  - Plan, coordinate, and oversee various alumni events in the Nashville area
- Account Associate**, *ZHealth Consulting*, Nashville, TN 2016-2018
- Manage and prepare incoming medical coding cases in a fast-paced environment
  - Oversee the Education Standards Improvement Program for over thirty clients
  - Communicate with clients, enter data, and compile medical records for review by physician
  - Collaborate across departments on a variety of company projects and tasks
- Activity Coordinator**, *Monroe Carrell Jr Children's Hospital*, Nashville, TN 2016-2017
- Prepare educational materials and distribute them at local Nashville events
  - Work with a large variety of populations with different ethnic, socioeconomic, and religious backgrounds
  - Answer parents' questions about general safety concerns, safe sleep, and accidental injury avoidance
- Research Assistant**, *Vanderbilt University Sociology Department*, Nashville, TN 2014-2015
- Research and tabulate newspaper articles about green jobs for a project commissioned by the federal government.
  - Create and manage complex spreadsheets
  - Communicate with department members about project demands and conclusions
- Prescription Filler**, *Medicap Pharmacy*, Memphis, TN 2012-2013
- Fill prescriptions for the elderly and homebound
  - Use a high degree of precision to complete work accurately, as mistakes could lead to a very sick person getting sicker

## RELEVANT SKILLS

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- Microsoft Office Suite (including Outlook, PowerPoint, Word, Publisher, etc)
- RedCap, Canva, OmniUpdate, MailChimp, Magento, Salesforce, eCommerce, Shopify, and HTML
- Advanced Excel skills (pivot tables, mail merge, SQL)
- Medical record system data extraction (CVIR, EPIC)
- Compliance and HIPAA training

## VOLUNTEER WORK

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- Alternative Spring Break**, *Vanderbilt University*, Nationwide 2013-2016
- Promoted active citizenship by serving diverse populations on three different sites focusing on different issues, including rural healthcare, prison system issues, and HIV/AIDS in an urban environment.
  - Participated in service with AIDS Action Committee of Boston, Woods-Mullen Shelter of Boston, Dismas House of Nashville, Thistle Farms, Nashville Police Department, Campbell County School Systems, and Vanderbilt Student Volunteers for Science.