Genevieve Lujan

Melbourne, FL
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EDUCATION

Bachelor of Science **August 2023 - May 2027**
Major in Health Science, Minor in Disabilities in Society
University of Florida
Gainesville, FL

High School Diploma **August 2019 - May 2023**
Summa Cum Laude
Melbourne Central Catholic High School
Melbourne, FL

SKILLS

- Scheduling patient appointments and processing referrals
- Submitting Laboratory and CT orders
- medical terminology, public speaking, customer service
- Clinical and administrative support and attention to detail

EMPLOYMENT HISTORY

3D Sports Medicine and Orthopedics **May 2025 - August 2025**
Medical Assistant
Melbourne, FL

- Collected patient histories and documented chief complaints, symptoms, and relevant medical information
- Drew up injections and ensured correct labeling, dosing, and sterile technique.
- Supported physicians and physician assistants during in-office treatments, casting, splinting, and minor procedures.
- Managed patient flow by escorting individuals to exam rooms, taking vital signs, and maintaining accurate documentation.

Neurology Institute of Melbourne **May 2024 - August 2024**
Office Assistant
Melbourne, FL

- Managed patient scheduling and appointment coordination
- Sent out lab and CT orders
- Processed referrals and incoming faxes
- Supported office operations and patient communication

American Eagle Outfitters **May 2024 - Present**
Store Associate
Melbourne, FL

- Answered customer questions and assisted in sales transactions
- Greeted customers and created a welcoming store environment
- Managed product displays and inventory

Cutco Cutlery **June 2023 - August 2023**
Sales Representative
Tampa, FL

- Delivered product presentations to potential customers
- Processed sales orders and explained product features and benefits
- Assisting customers in making informed purchasing decisions

Moe's Southwest Grill **May 2022 - September 2022**
Team Member
Melbourne, FL

- Greeted customers and maintained clean and organized workstations
- Prepared and assembled food orders, ensuring quality and customer satisfaction
- Worked collaboratively with team members in a fast-paced environment

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LEADERSHIP AND SERVICE

Girls Empowered by Math and Science **January 2023 - Present**

- Outreach Committee Member of Girls Empowered by Math and Science (GEMS), a club dedicated to inspiring elementary school girls through hands-on science experiments and mentorship.
- Coordinated guest speakers from diverse science fields to empower and educate young girls about potential careers in STEM.
- Promoted gender diversity in STEM by engaging young girls in conversations with women who have successful careers in science and math, highlighting the importance of female representation in these fields.

Hearts for the Homeless **August 2024 - Present**

- Conduct outreach efforts to engage homeless individuals and raise awareness of available resources
- Perform blood pressure screening for homeless individuals, promoting cardiovascular health to the homeless population of Gainesville

UF Pre-Health Service Organization **January 2025 - Present**

- Member of the prestigious Pre-Professional Service Organization (PSO) at the University of Florida, a distinguished student-run organization catering to a wide range of pre-health career tracks.

- Engaged in professional development through workshops, guest speaker events, and networking opportunities with healthcare professionals from fields such as medicine, dentistry, pharmacy, and veterinary medicine.

Chi Omega Sorority **August 2023 - Present**

- Assistant Career Development Chair
- Sisterhood Support Team Leader
- Served as a peer resource for chapter members, offering guidance and support to foster a positive sisterhood experience.
- Attend weekly chapter meetings and participate in Make-A-Wish philanthropy events

Softball Coach **August 2022 - August 2023**

- Instruct young athletes in the fundamentals of softball, including hitting, throwing, fielding, and base-running techniques
- Share leadership and teamwork skills

Calculus and Biology Tutor **August 2022 - Present**

- Engage actively with students to build confidence in the subject matter and help improve study methods
- Assisted students in problem-solving for calculus, including limits, derivatives, integrals, and differential equations, improving their critical thinking and application skills.
- Guided students through key biological topics such as cell biology, genetics, evolution, and physiology, enhancing comprehension and retention of material.

Green and Gold Ambassador **August 2022 - May 2023**

- Led informative and engaging campus tours for prospective students and their families, showcasing school facilities, programs, and student life.
- Answered questions and addressed concerns from potential students and parents, creating a welcoming and informative atmosphere.
- Helped build strong school-community relationships by fostering a welcoming and inclusive atmosphere during events.

Varsity Softball Team Captain **August 2022 - May 2023**

- Demonstrated leadership by encouraging team members, and providing support, guidance, and constructive feedback to enhance individual and team performance.
- Led and motivated the varsity softball team, fostering a positive and collaborative team environment on and off the field.
- Helped mentor and develop younger or less experienced players, promoting skill development and team cohesion.

Peer Inclusion Team **August 2022 - May 2023**

- Provided one-on-one support to students with disabilities, tailoring instructional methods to meet their learning needs and abilities.
- Maintained a compassionate and patient approach, ensuring a positive and supportive experience for students with disabilities.

- Adapted and modified learning materials, ensuring accessibility and understanding for students with varying disabilities