

# Jane Corsair

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## EDUCATION

### Associate of Arts, General Science

Santa Monica College, Santa Monica, California  
Transfer Major: Biological Science

To be Conferred June 2025  
GPA: 3.7

- Relevant Coursework: Cell Biology and Evolution; Calculus; Chemistry
- Campus Involvement: STEM Program, Student Clubs (Pre-Health Professional Association)

## SKILLS

**Home Health/Patient Care:** Patient Care; Personal Hygiene; Vital Signs (Blood Pressure, Temperature); Bed and Chair Equipment Set-Up; Basic First Aid and CPR; Patient Safety and HIPPA Compliance

**Lab:** Experience with Precision Balance Weighing, Sterilizing, Titrating, and Preparing Media; Utilizing Light and Compound Microscopes, pH Meters, Incubators and Volumetric Glassware, and Centrifuges

**Administrative:** Appointment Scheduling and Calendar Management; Data Collection; Email and Phone Correspondence

**Software Skills:** Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)

**Languages:** Korean - Conversational

## TRAININGS AND CERTIFICATIONS

Basic Life Support (BLS), *American Heart Association*

Expires December 2024

## HEALTHCARE EXPERIENCE

### Hospital Volunteer

November 2022 – Present

Transforming Care at Bedside Program, Cedars Sinai Hospital, Los Angeles, California

- Support intake services by helping patients and families with completing admission forms for urgent care and internal medicine assistance
- Coordinate with medical staff to inventory and restock supplies as well as sanitize in patient rooms
- Respond to patient room calls in the Cardiovascular Definitive Observation Unit (CVDOU) and page appropriate medical staff
- Deliver meals to patients and communicate any requests from patients to nursing staff
- Provide directions to hospital services and patient rooms and assist with special events

## CUSTOMER SERVICE RELATED EXPERIENCE

### Math and Science Tutor

June 2023 – Present

Mar Vista Family Center, Los Angeles, California

- Conduct 1 hour individual and group math and science tutoring sessions to underrepresented students attending the local elementary schools
- Design tutoring lesson plans to include quizzes and interactive games to ensure academic growth and comprehension
- Teach students about proper study habits

### Guest Advocate

October 2022 – June 2023

Target, Los Angeles, California

- Maintained accurate and attractive merchandise displays, ensuring strategic placement of products to maximize purchases
- Assisted team members in handling cash registers, organizing inventory room, labeling products, unloading merchandise, and cleaning up
- Trained 2 new employees on upselling, cross-selling, and customer service techniques

### Store Associate

July 2022 – October 2022

Marshalls, Los Angeles, California

- Greeted approximately 50 customers per hour and recommended merchandise per customer needs
- Responded to customer questions and concerns in person
- Processed point-of-sales transactions, including handling returns and exchanges as well as performing registrar tasks including counting money and credit card purchases
- Assisted store operations by making sure fitting rooms and the store floors were clean and organized and areas were adequately labeled and stocked
- Served as a witness to loss prevention theft measures