

Olivia Mihalek
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Education

Boston University, Sargent College of Health and Rehabilitation Services **Boston, MA**
Bachelor of Science, Health Science, Cum Laude *Graduated – January 2023*

Framingham State University **Framingham, MA**
Bachelor of Arts, Psychology and Neuroscience *September 2018-December 2020*

Work Experience

UMass Chan Medical School **Worcester, MA**
Research Associate I, Neurosurgery *June 2023 –*

Massachusetts General Hospital **Boston, MA**
Undergraduate Intern, Orthopedic Oncology *September 2022-December 2022*

- Extracted pertinent medical information from electronic medical records
- Integrated into fast paced orthopedic oncology clinic and operating room schedules

Organic Chemistry Department – Boston University **Boston, MA**
Discussion Leader *January 2023-May 2023*

- Led weekly discussion in organic chemistry
- Assisted students in their weekly learning sheets
- Facilitated course communication via email and Podia

Laboratory Undergraduate Assistant *September 2022-December 2022*

- Assisted students with running infrared spectroscopy tests
- Ran samples in NMR, IR, GC/MS, and LC/MS

Charles River Laboratories **Shrewsbury, MA**
Summer Intern, Clinical Support Services *Summer 2021, Summer 2022*

- Assembled, reviewed, and shipped clinical trial collection kits to be sent out worldwide
- Coordinated with principal investigators and trial contacts about specific site needs
- Worked on medication schedule of events amendments

Boston University School of Medicine
Research Assistant, Pediatric Pulmonology *September 2021-May 2022*

- Conducted data entry and biological sample storage
- Built and mailed out sample collection kits to participants
- Administered phone questionnaires and scheduled in-person clinic visits
- Helped conduct in-person study visits and collect standard measurements

Charles River Laboratories

Worcester, MA

Summer Intern, Laboratory Operations

Summer 2019

- Utilized Microsoft databases to organize quantities and locations of lab equipment
- Prepared standard and specialty solutions for mass spectrometers
- Accessioned and stored incoming samples from different clients

Experience

Medical Ethics Society – Boston University

Boston, MA

Vice President

January 2022 – May 2022

- Researched ethical debates in medicine and created presentations
- Facilitated discussions relating to ethical issues in medicine
- Discussed topics such as cultural competency, euthanasia, and ART's

Secretary

September 2021 – December 2021

- Researched topics and collaborated with team to make presentations
- Took notes of important topics discussed during the meeting
- Created meeting summaries to be distributed to all members of the club

BRAINterns Summer Seminar

Lenox Hill Hospital Neurosurgery Department

Summer 2020, Summer 2021

- Observed various neurosurgical procedures narrated by physicians over zoom
- Listened to members of the hospital staff explain their roles at work
- Engaged in Q&A sessions with medical staff, hospital CEO's, and medical students