**Bethany Calhoun**

1300 W Spoon Terr | Edmond, OK 73025

(405)-328-9918 | bethanycalhoun0258@gmail.com

**Education**

University of Central Oklahoma, Edmond, OK December 2022

**Bachelor of Science in Biomedical Sciences**

GPA 3.67

**Experience**

**Verbatim Hearing Reporter** April 2023 – Present

Ace Reporting, Oklahoma City, OK

* Operated recording equipment and notation to ensure accurate record of Social Security proceedings
* Followed federal law and Social Security policies to protect claimants’ personal information

**Peer Health Leader**  August 2019- May 2020

**President of Peer Health Leaders** August 2020- May 2021

University of Central Oklahoma, Edmond, OK

* Supervised individual Peer Health Leaders’ program development and fulfillment of responsibilities
* Worked collaboratively with advisor and peers to create and deliver evidence-based programming targeting student preventive health concerns
* Created educational and promotional materials used in social media
* Presented engaging educational material in person and virtually, holding at least one independent program per semester

**Temporary Retail Associate** Summer 2019

Textbook Brokers, Edmond, OK

* Received and catalogued inventory
* Collaborated with other associates to maintain strict organization of physical inventory
* Fulfilled online textbook orders quickly and accurately
* Maintained clean, welcoming and organized storefront

**Nursing Assistant** August 2018-April 2019

Integris Baptist Medical Center, Oklahoma City, OK

* Assisted an average of 7-10 patients per shift with activities of daily living
* Worked and communicated as part of a team of healthcare professionals to ensure the highest standard of patient care
* Experienced with taking vital signs, transfer techniques, and charting in an electronic medical record

**Skills**

* Comfortable in Microsoft Word, Excel, PowerPoint, and Canva
* Works well both independently and as part of a team
* Skilled in literature review
* Strong interpersonal and customer service skills