

Douglas A. Reid

Location: Nashville, TN

EDUCATION

Meharry Medical College School of Dentistry, Nashville, Tennessee (June 2014- Current)

University of California at San Diego, La Jolla, CA (January 2010 - April 2012)

B.S. Human Biology

De Anza/Foothill College, Cupertino, CA (September 2007 - August 2009)

California State University, Chico, CA (August 2006 - May 2007)

ACHIEVEMENTS

-Recognized by UCSD and student organizations as 'High Achieving Ujima Scholar'

-'Provost Honors' (>3.6GPA) Two out of 7 quarters at UCSD

-African American Achievement' award given by Black History Committee and the Biological and Health Sciences Division of Foothill College

-'Dean's List' at California State University, Chico

PROFESSIONAL EXPERIENCE

Private Practice - San Jose, CA

January 2014- June 2014

Office Manager

Description: Managed all aspects of a 500k revenue dental practice. Routine analysis and record-keeping of revenues and expenditures, developed financial projections, implemented cost-cutting practices. Responsible for all funds of the practice. Wrote employee checks, bought supplies, and communicated with outside vendors. Cultivated employee relationships and employee retention.

Medtronic - Northridge, CA

January 2013-January 2014

Clinical Research Coordinator

Description: Participated in all aspects of conducting a clinical research study in a high volume outpatient setting. Responsibilities included subject recruitment, scheduling, and coordination of subject visits. Inserted subcutaneous glucose sensors, infusion sets, and other diabetes management devices. Accurately and efficiently collected data via a remote data capture system according to SOP/DOPs and a Sponsor written protocol. Research conducted with strict adherence to HIPPA and guidelines set by the FDA. Maintained confidential subject files, prepared documents for IRB submission, reviewed protocols, reported SAE/AEs, drafted emails, prepared for monitoring visits, and communicated extensively with colleagues, investigators, monitors, Sponsor, and a multi-disciplinary team to ensure quality research.

Private Practice - San Jose, CA
of 2010 & 2011

July 2007 - December 2009/ Summers

Administrative Assistant

Description: Coordinated scheduling and management of patients. Responsible for the preparation and submission of patient billing. Maintained administrative and confidential files. Organized and coordinated physician's daily activities. Answered multi-line telephone system and triaged calls. Participated in all aspects of patient care services including but not limited to: facilitating patient

requests, processing medical records requests, drafting letters upon doctor's request, verifying insurance policies and verifying proper legal documentation. Documented financial history in weekly, monthly, and yearly Microsoft Excel based spreadsheets. Managed web based media and local advertising campaigns.

Private Practice - Queens, NY

July 2008 - August 2008

Intern

Description: Coordinated and provided patient care in an outpatient setting. Scribed during consultations. Didactic training in multiple cardiologic diagnostic and interventional procedures including EKGs, echocardiograms, stress testing, and nuclear stress testing.

Santa Clara Valley Medical Center - Santa Clara, CA

April 2009- October 2009

Volunteer

Description: Facilitated smooth clinic visit by greeting, directing, and assisting patients with comfort needs and emotional support. Provided social and therapeutic interaction with patients and visitors. Promoted childhood literacy among a predominantly Spanish speaking population.

Mexican Medical Missionaries - San Vicente, Mexico

March

2012

Volunteer

Description: Documented relevant patient history and screenings (e.g. Blood sugar, blood pressure). Collaborated with underserved local population in developing and presenting a healthy habits program regarding hypertension, heart disease, and diabetes.

SKILLS AND INTERESTS

- Dental industry
- Basic proficiency in Spanish
- Playing classical piano

PROFESSIONAL REFERENCES

(Contact information available upon request)

Dr. Scott Lee, M.D. (*Global Medical Director and Principal Investigator at Medtronic*)

Kathy Beaver, R.N. (*Sub-Investigator at Medtronic*)

Dr. Warren Brooks, D.D.S. (*Owner of Brooks Oral Surgery and Professional Mentor*)