

Olivia Newell

onewell@usc.edu | (207) 577-9858

EDUCATION

2014 - 2021 | **Hebron Academy, Hebron, Maine**

2021 - Present | **University of Southern California, Los Angeles, California** (Expected graduation May 2025)

Major: Health and Human Sciences BA - USC Dornsife College of Letters, Arts, and Sciences

Minor: East Asian Languages and Cultures (emphasis in Chinese) - USC Dornsife

Masters: Addiction Science MS - USC Keck Institute for Addiction Science (expected graduation Fall 2026)

WORK EXPERIENCE

June 2024 - Present | **Cedars-Sinai Marina Del Rey - Emergency Department Scribe**

- Accurately document patient histories, physical examinations, assessments, and treatment plans as dictated by the attending physician
- Proficiently navigate and update EHR systems to ensure timely and accurate entry of patient information in a fast-paced environment
- Utilize a comprehensive understanding of medical terminology, abbreviations, and procedures to accurately document clinical notes and support the medical staff.

January 2023 - Present | **Biochemistry/General Biology Lab (BISC120/220/330) at USC - Lab Assistant**

- Measure, weigh, and prepare various reagents to be used in biochemical experiments
- Sterilize and clean glassware and lab equipment
- Prepare lab experiment stations for use by biology students

June 2023 - August 2023 | **Bedards Pharmacy and Medical Supplies, Auburn ME - Pharmacy intern/sales associate**

- Assist with organization of pharmacy and distribution of medications
- Communicate with insurance companies and relay that information regarding treatment back to patients
- Provide assistance and recommendations for customers looking for specific medical devices

August 2021 - January 2023 | **Tommy's Place at the University of Southern California - House Manager**

- Manage and oversee the use of a venue for events such as concerts, performances, and film projects
- Interact with clients and work as a team with coworkers to fulfill specific needs/requests for specific events
- Set up, organize, and clean venue before, after and during various events

June 2022 - August 2022 | **Southern Maine Oral and Maxillofacial Surgery - Intern/Assistant**

- Interact with and prepare patients before and after oral surgery procedures
- Sterilize equipment & dental tools as well as generally assist doctor throughout procedures
- Clean, organize, and prepare procedure room, equipment, and tool trays

LEADERSHIP AND AWARDS

- January 2022 | Alpha Lambda Delta Honor Society Inductee
- Fall 2021 -present | USC Dornsife Dean's List Recipient

VOLUNTEER WORK/EXTRACURRICULARS

- *May 2023 - present* | Research Assistant at USC Keck's Prevention, Early Intervention, and Addiction Recovery Lab
- *January 2023 - present* | Alpha Phi International Women's Fraternity
- *August 2021 - present* | Science Outreach at the University of Southern California