

Alisa Alba

EDUCATION

Bachelor of Science | University of Central Florida

Graduated Aug 2024

Biomedical Science Major, 3.700 GPA

Associate in Arts | Valencia College

Graduated May 2021

EXPERIENCE

Volunteering Teaching Assistant | University of Central Florida 2023 – present

- Teach assigned models to lab sections, answer student questions, hold library sessions for student review, attend mandatory meetings and help tidy up lab room after each lab section.

Volunteer | Shepherd's Hope 2023 – present

- Providing medical assistance to the those that don't have insurance or are homeless through administrative roles within the clinics including greeting arriving patients, front desk, scanning medical records, interpreting for non-English speaking patients, and discharging patients.

Learning Assistant Senior | Valencia College 2022 – Present

- Providing academic assistance, mentoring and learning centered tutoring to any currently enrolled student based upon appropriate assessment of student needs.

PRN Medical Record Clerk | Headache and Neurology Institute 2021 – 2022

- Document patient auto claims
- Sort and file patient medical records into file
- Copy patient medical records for attorneys
- Mail patient documentation to patients, insurance companies and/or attorneys
- Organize and file patient records by alphabetical order Pull patient files for appointments the next day

CARE Coach (New Student Experience, VECTOR) | Valencia College 2019 – Present

- Providing continuous assessment and responsive engagement to students and faculty
- Creating and presenting educational workshops
- Providing academic and emotional support to students in need of assistance
- Connecting students to on- and off- campus resources
- Communicating with team to ensure consistency and success

PROFESSIONAL CERTIFICATIONS AND PROGRAMS

- [Seeking educational equity and diversity](#) (SEED) 1 Cohort April 2021
- [Question Persuade Refer](#) (QPR) Suicide Prevention Gatekeeper certification March 2021

SCHOLARLY ORGANIZATIONS

Member of U-LEAD Scholars Academy at UCF	2023 – 2024
Member of Active Minds at Valencia College	2022 – present
Phi Theta Kappa member	2021 – present
VECTOR CARE Coach	2021 – 2023
Medical Mentorship Navigation Program (MMNP)	2021 – 2023
Stakeholder in the LinkedIn initiative at Valencia College	2019 – 2022

EVENTS ORGANIZED

[Valencia College CARE](#)

Mar 2023

- Presented *Successful Scholarships: Get That Money!* workshop

Feb 2023

- Presented *The Relationship Between Coping, Mindset, and Flow* workshop

Nov 2022

- Presented (4) *Successful Scholarships: Get That Money!* workshops

Oct 2022

- Presented (10) *Successful Scholarships: Get That Money!* workshops

Sep 2022

- Presented (3) *The Relationship Between Coping, Mindset, and Flow* workshops
- Presented (3) *Successful Scholarships: Get That Money!* workshops

Aug 2022

- Presented *The Relationship Between Coping, Mindset, and Flow* workshop

Jul 2022

- Presented (2) *The Relationship Between Coping, Mindset, and Flow* workshops

Mar 2022

- Presented (6) *The Relationship Between Coping, Mindset, and Flow* workshops

Feb 2022

- Helped to develop *The Relationship Between Coping, Mindset, and Flow* workshop

Dec 2021

- Presented *Positive/Negative Coping Strategies* workshop to classroom

Nov 2021

- Presented (8) *Positive and Negative Coping Strategies* workshops
- Presented (2) *Academic Flow and Mindset* workshops

Oct 2021

- Presented (5) *Academic Flow and Mindset* workshops
- Presented (1) *Positive and Negative Coping Strategies* workshop

Sep 2021

- Created and presented (12) *Academic Flow and Mindset* workshops

- Created *Positive and Negative Coping Strategies* workshop

Jul 2021

- Created and hosted a *Growth Mindset and Flow* event for New Student Experience

SKILLS

Canva/Powerpoint

- Creating videos to introduce college resources
- Designing personalized, animated introduction videos for courses
- Developing slides for academic workshops and skill shops

Canvas

- Updating staff information
- Posting announcements regarding workshop opportunities
- Keeping resource pages current
- Sending invitations to join the Canvas Space to students and faculty
- Creating an interactive template for the syllabus
- Building Modules
- Embedding educational videos in pages

Microsoft Word

- Composing organized and creative documents
- Creating accurate in-cite notations and bibliographies
- Text formatting
- Inserting images
- Creating, modifying, and filling tables
- Create graphs and charts
- Grammar check

Microsoft Excel

- Creating charts
- Inputting data
- Programing cells with excel functions
- Formatting cells
- Sorting data

Microsoft Outlook/Zoom

- Creating emails
- Attaching appropriate files to messages
- Organizing meetings with required faculty/staff
- Making appointments and changing them as needed via links and invites
- Creating signatures
- Searching for messages

Desmos/TI-84 calculator

- Inputting functions and graphing them
- Creating tables
- Determining statistical values
- Finding graphical details of a function

REFERENCES

Cheryl Sarnowski, Administrator c/o Marc Irwin Sharfman, MD PA, Headache and Neurological Treatment Institute, cheryl@headache-institute.com, 407-644-3737 x 114

Chris Teumer M.S. SAHE, Assistant Director, Learning Support & Advising, Valencia College
cteumer@valenciacollege.edu, 321-331-5768

Marc Irwin Sharfman, M.D., P.A., Board Certified Neurologist, Headache and Neurological Treatment Institute, sharfman@headache-institute.com, 407-644-3737