

Jane Maxell



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Experience

Lazy Sun Employee

February-present

- Utilized customer service skills
- Cleaned and maintained an organized work environment
- Served customers

Angel's Hope volunteer

2016-present

- Checked patients into and out of a scheduling system
- Spoke with the patients to figure out the severity of their condition
- Looked up where the patient can find the drug they need at the lowest rate
- Give the patients instructions of where to find the drugs they need
- Called patients for appointment reminders.

Leadership Experience

Pre-Professional Medical society Director

- Organized fundraisers and socials
- Communicated with fellow students about the organization
- Participating in organizing networking events with medical professionals

Education

University of Central Florida, Orlando, FL

August 2020- Present

Bachelors of Science in Clinical Psychology

Minors: Biology and Chemistry

GPA: 3.774

Valencia State College, Valencia, FL

August 2018-May 2020

Associates degree

Skills

- Computer skills – Microsoft word, excel, powerpoint
- Experienced in a fast pace health related environment



- Works well independently and with others
- Very organized
- Excellent with customer service