

MIKAELA N. MCGRAIL

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Cell Phone (505) 450-8002

SUMMARY OF QUALIFICATIONS

- ❖ Formal science education at Regis University
- ❖ Familiar with science laboratory research procedures and equipment
- ❖ Excellent communication and organization skills
- ❖ Quick learner, self motivated, and detail-oriented

WORK EXPERIENCE

Dental Intern..... August 2008 - December 2008

Dental Care of Lakewood, Wheat Ridge, CO

- ◆ Maintained dental insurance billing and recording responsibilities (both paper and electronic)
- ◆ Performed sterilization techniques for dental instruments
- ◆ Handled incoming calls and scheduled/confirmed patient appointments

Teaching/Laboratory Assistant..... August 2006 – May 2007

Regis University Biology Department, Denver, CO

- ◆ Prepared equipment and materials for multiple biology laboratory classes
- ◆ Prepared agar for Petri dishes, re-plated bacteria, measured out liquids, cleaned and organized, and took inventory of chemicals
- ◆ Aided students with experimental procedures in laboratory
- ◆ Graded assignments for nursing microbiology lab course

Suite Attendant..... May 2004- August 2008

Ovations Catering Services, Albuquerque, NM

Sales Associate..... (Seasonally) 2006 – 2008

Bath and Body Works, Albuquerque, NM

Assistant August 2006 – May 2007

Mount St. Vincent Home, Denver, CO

- ◆ Supported Corporate and Foundation relations Department by creating marketing materials for fundraising events, recognizing donors, and contributing data for grant proposals.
- ◆ Assisted classroom teachers with implementing individualized educational programs for small classroom of students, 4-6 years of age, with severe emotional and behavioral disorders.

EDUCATION

Bachelor of Science: Biology

Regis University, Denver, CO

Graduation date: May 2009

GPA: 3.3/4.0

- ✚ Recipient of Board of Trustees Academic Scholarship

SKILLS

- ❖ Familiar with molecular biology, microbiology, and genetics laboratory procedures
- ❖ State Grant writing and documentation (Colorado)
- ❖ Organization and management of confidential patient files
- ❖ Proficient in MS Word, Powerpoint, Excel, Groupwise, Banner, and LoboMart
- ❖ Appointment scheduling and call handling
- ❖ Dental insurance billing
- ❖ Cash management

COMMUNITY SERVICE

Volunteer, *Project Homeless Connect*, Denver, CO

October 2008

Volunteer, *Habitat for Humanity*, Stuart, FL

March 2008

REFERENCES: Available upon request