

Amy Tan

(000) 000-0000 | amy.tan@ucsf.edu

EDUCATION

University of California, San Francisco School of Medicine (UCSF)

Doctor of Medicine

Expected 00/20xx

Massachusetts Institute of Technology

S.B. Aerospace Engineering

00/20xx

RESEARCH

Institution, Name of Department, Title | City, State Abbreviation

00/20xx – 00/20xx

City, State Abbreviation - not necessary if location is already in the name of the organization, e.g. UCSF

Advisor: Name and Degree of Advisor/PI

Study: Title of Study

- Provide an overview of the project focus.
- Include the main responsibilities related to the research.
- Briefly describe the outcomes resulting from your research (manuscript in preparation, poster presentation, etc.).

University of North Carolina at Chapel Hill, Doris Duke Research Fellow | Lilongwe, Malawi

00/20xx – 00/20xx

PI: Carol Shores, MD, PhD

Study: Risk factors associated with esophageal cancer in Malawi

- Worked to improve the organization of and access to newly constructed multi-institute cancer registry by analyzing electronic health record data from across 3 healthcare systems.
- Developed a system for improving and maintaining patient enrollment in the cancer registry for project longevity and future expansion.
- Organized team meetings, submitted IRB approval paperwork, and recruited participant institutions.
- Manuscript in progress, poster presentation.

Massachusetts General Hospital, Senior Research Analyst | Boston, MA

00/20xx – 00/20xx

PI: Kenneth Freedberg, MD, MSc.

Study: Cost--effectiveness of preventing AIDS complications group

- Worked to reduce AIDS complications and improve treatment outcomes by using computer modeling to better study the virus as part of a multidisciplinary team.
- Contributed to modeling structural designs for tuberculosis and HIV treatment interruptions, derived model inputs, ran model simulations, and analyzed model output.
- Presented preliminary findings to a community stakeholder group and generated input on participant perspectives regarding barriers and enablers to successful uninterrupted treatment.
- Manuscript in print, abstract accepted.

Summer Explore Research Fellowship, Student Researcher | San Francisco, CA

00/20xx – 00/20xx

Advisor: Florence Forsyth, MD, MPH

Project: Incorporating patient voices into the instruction of weight management and metabolic disease

- Analyzed the presence of patient voices in accompanying segments of the pre-clinical curriculum to determine whether patient perspectives in discussions of weight and metabolic disease were comparable to other curricular blocks.
- Interviewed 15 patients on their attitudes and beliefs regarding physician weight bias, metabolic disease, and their own desire to be more represented in medical education.
- Two poster presentations.

PUBLIC HEALTH AND COMMUNITY ENGAGEMENT

Name of Organization, Title | City, State Abbreviation

00/20xx – 00/20xx

City, State Abbreviation - *not necessary if location is already in the name of the organization e.g., UCSF*

- Provide a description of your role and responsibilities. Start with a strong active verb and consider using the ACE formula.
- Include relevant skills and your accomplishments to help the Hiring Manager determine how you could contribute to their team.
- To add more depth to your clinical experiences, consider adding the following points of descriptive text:
 - Setting (e.g., community clinic, hospital, nonprofit)
 - Patient populations (e.g., culturally diverse patients, Spanish speaking patients)
 - Clinical issues (e.g., issues related to diabetes, women’s health, hypertension)
 - Clinical skills and responsibilities (e.g., triage, assessment, counseling)
 - Teams you were working with (e.g., consulting with social workers, collaborating with nurses and doctors)

UCSF Students’ Homeless Clinic

Governing Board Member

00/20xx – 00/20xx

- Addressed patients' social needs via housing referrals, transportation vouchers, and support for substance use disorders through case management and warm hand-offs with community partners.
- Coordinated between the medical clinic and student--run legal clinic to improve patient housing support.
- Supervised 25 undergraduate student volunteers and organized clinic schedules to ensure adequate staffing.

Elective Coordinator

00/20xx – 00/20xx

- Developed curriculum for and facilitated a 6-week elective course, “Medical and Legal Issues in Homelessness,” for health science students to increase awareness of the social determinants of health.
- On-boarded incoming elective coordinators to ensure smooth transitions of leadership.

San Francisco Chinatown Public Health Clinic, Volunteer Provider

00/20xx – 00/20xx

- Interpreted and communicated complex medical information about hepatitis B screening and vaccinations to monolingual Cantonese-speaking patients to improve patient decision-making.
- Coordinated a monthly interprofessional working group for clinic staff to discuss treatment plans for medically and socially complex patients.
- Organized weekend events to assist patients with housing lotteries and medical insurance re-application.

Boston Healthcare for the Homeless Program, Shelter Clinic Volunteer

00/20xx – 00/20xx

- Efficiently triaged patient concerns and then accurately documented their medical histories.
- Supported supervising physicians in a monthly wound care clinic, where we cleaned and treated patients' minor to moderate wounds.
- Advised patients on the state-sponsored health insurance application process.

MEDICAL EDUCATION

UCSF School of Medicine, *Clinical Knowledge Tutor*

00/20xx – 00/20xx

- Worked closely with 10 students over the course of the academic year to provide targeted supplemental instruction in anatomy, pharmacology, and physiology.
- Tutored students at a variety of levels in medical school, including those preparing for pre-clinical exams, shelf exams, and board exams.

UCSF Student Medical Education Committee (SMEC), *Foundations I Student Representative*

00/20xx – 00/20xx

- Advocated for student voice and greater diversity and inclusion while a member of the School of Medicine (SOM) Medical Education Committee, which oversees the pre-clinical curriculum, Foundations 1.
- Attended monthly meetings with other SMEC representatives to share curricular changes occurring at the SOM.

HONORS & AWARDS

- Doris Duke International Clinical Research Fellowship, UCSF 00/20xx
- MacKenzie Foundation Scholarship, UCSF 00/20xx
- Bernard Osher Scholar Award, UCSF 00/20xx
- David Vanderryn Memorial Fund Award, UCSF 00/20xx

PUBLICATIONS

Use APA citation format. There are various free citation generators online.

Shrestha MK, **Tan A**, Shrestha U, Gurung K, Chansi BS, Dhungana P, Gurung R, Ruit S. Title of Article. *Journal Name* 0000;00:00---00.

Yazdanpanah Y, **Tan A**, Anglaret X, Gabillard D, Walensky RP, Moh R, Danel C, Sloan CE, Losina E, Freedberg KA. Title of Article. *Journal Name* 0000;00:000---00.

Walensky RP, **Tan A**, Wood R, Fofana MO, Freedberg KA, Martinson NA, Paltiel AD, Anglaret X, Weinstein MC, Losina E. Title of Article. *Journal Name* 0000;00:00---00.

Losina E, Figueroa P, Duncan J, Divi N, **Tan A**, Hirschhorn LR, Robertson M, Harvey K, Whorms S, Freedberg KA, Gebre Y. Title of Article. *Journal Name* 0000;00:000---0.

Tan A, Ricketts P, Freedberg KA, Williams---Roberts H, Hirschhorn LR, Allen---Ferdinand K, Rodriguez WR, Divi N, Wong MT, Losina E. Title of Article. *Journal Name* 0000;00:000---00.

Losina E, Yazdanpanah Y, Deuffic---Burban S, Wang B, **Tan A**, Messou E, Gabillard D, Seyler C, Freedberg KA, Anglaret X. Title of Article. *Journal Name* 0000;00:000---00.

Tan A, Walensky RP. Title of Article. *Journal Name* 0000;0:00---00.

PRESENTATIONS

Walensky RP, **Tan A**, Wood R, Fofana MO, Freedberg KA, Martinson NA, Paltiel AD, Anglaret X, Weinstein MC, Losina E. Name of Presentation [Abstract]. Conference on Retroviruses and Opportunistic Infections: Montréal, Month 0000.

Yazdanpanah YY, **Tan A**, Anglaret X, Gabillard D, Walensky RP, Moh R, Danel C, Sloan C, Losina E, Freedberg KA. Name of Presentation [Abstract]. International AIDS Conference: México City, Month 0000.

Walensky RP, **Tan A**, Wood R, Freedberg KA, Martinson NA, Paltiel AD, Anglaret X, Ribaldo H, Weinstein MC, Losina E. Name of Presentation [Abstract]. Conference on Retroviruses and Opportunistic Infections: Boston, Month 0000 and Society for Medical Decision Making Annual Meeting: Pittsburgh, Month 0000.

SKILLS

- Certified as a bilingual Cantonese provider