

# **Taylor David Simmons**

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## **EDUCATION**

### **Rhodes College** - Memphis, TN

- Bachelor of Science — Biochemistry and Molecular Biology

## **WORK EXPERIENCE**

### **Scribe America-Berkshire Medical Center** – Pittsfield, MA (August 2012-June 2013)

ER Physician Scribe –

- Gained 1600+ hours of clinical work in the ER.
- Worked directly with 15 different emergency room physicians. Writing full patient documentations. Screening lab results. Detailed tracking of patients' care.
- Aided in the formatting and implementation of new electronic medical records (EMR) software.

### **LongRiver Entertainment Group** – Memphis, TN, (April 2006-Present)

- Part-time: Cataloging and managing video and audio files
- Packed and shipped Fine Art & Museum Exhibits

### **Rhodes College Admissions Intern**—Memphis, TN. (May-August 2011)

- Gave friendly, energetic, and engaged campus tours.
- Established communications and relations with prospective families.
- Processed student applications; gathered and entered data using Oracle software.

### **String & Swing Tennis Shop** – Memphis, TN, part-time (March 2006 -August 2008)

- Managed incoming and outgoing department inventory.
- Learned proprietary methods in racket stringing.
- Assisted in the training of new associates.

### **Rhodes College Tennis Instructor**—Memphis, TN, (May-June 2009 & 2010)

- Provided tennis instruction for groups, ages 6 – 10 year old.
- Taught guided individual lessons.

### **Biology Tutor Rhodes College**—Memphis, TN, (August-December 2011)

## **SKILLS**

- Excellent presentation and public speaking skills.
- Adept knowledge of medical terminology, data entry, and use of electronic medical records (EMR) including Cerner and Meditech.
- Extensive knowledge and experience with Microsoft Excel, Word, and PowerPoint
- DNA isolation, PCR, and routine lab protocols.

## **INTERESTS & ACTIVITIES**

- College Varsity tennis; Four-time ITA Scholar Athlete Award recipient • 12+ years of classical training-cello • Four years of training-classical guitar • Competitive training & running road and trail races.