

Asmi Dhotre

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EDUCATION

- Round Rock High School, Class of 2022
- University of Texas at San Antonio, 2022-2023
- University of Texas at Austin, 2023- 2026

PUBLICATION

Human Capital Innovations

- “Overcoming the Stumbling Blocks to Inclusive Leadership: Balancing Kindness, Consensus, and Support” by Dr. Priya Nalkur and Asmi Dhotre

WORK/INTERNSHIP

PSYCHOLOGY RESEARCH/ADMINISTRATIVE INTERN, RoundTable Institute, Austin, TX

May 2024 - Current (20 HRS/WK)

- Design and execute experiments, surveys, and other data collection methods
- Analyze data to derive meaningful insights
- Conduct extensive literature reviews and research relevant to data and insights
- Develop interview guidelines and questionnaires tailored to research objective
- Identify and recruit suitable participants
- Conduct structured interviews, ensuring professional and ethical approach
- Write clear, concise and engaging articles
- Submit articles to journals, magazines, and online platforms

MARTIAL ARTS LEAD INSTRUCTOR, Fire Dragon Karate, Cedar Park, TX

May 2018 - Current (8 HRS/WK)

- Assist young children enhance their self defense techniques
- Plan activities and schedule multiple events
- Prepare the room with necessary equipment before start time
- Answer questions and communicate with parents/students
- In a **leadership team** to mentor and discuss protocol with peers while learning to develop my self defense techniques.

CERTIFIED CLINICAL MEDICAL/ADMINISTRATIVE ASSISTANT,
Deshpande Pediatrics, Cedar Park, TX.

November 2021 - July 2022 (8 HRS/WK, 20+ Weeks)

- Schedule each patient and effectively communicated with patients
- Processed payments and observed processing insurance claims when needed
- Develop patient care - welcomed and interacted with new patients
- Prepare room and maintain safety standards
- Take vitals: blood pressure, weight, temperature, pulse
- Administered shots and charted symptoms/reactions patient informed us into the computer system
- Coordinated with other interns and faculty members to ensure a smooth process between patients and the doctor

PHARMACY TECHNICIAN TRAINEE, Walgreens, Austin, TX

February 2022 – April 2022, (6 HRS/WK, 12 weeks)

- Located and prepared medications, label prescription
- Managed inventory and restock new medications
- Served over 20+ customers daily by taking prescriptions, answering questions and handling payment
- Respected customers privacy by maintaining confidentiality and HIPAA laws

PHARMACY TECHNICIAN TRAINEE (INTERN), Texan Pharmacy, Round Rock, TX.

September 2021 – December 2021 (5 HRS/WK, 12 WEEKS)

- Located and prepared required amount of prescription, label the prescription to be verified by the pharmacist
- Ordered new medication if the pharmacy is low on stock
- Restocked the shelves with medication
- Developed compound medications with necessary dosages (with supervision)
- Answered patient queries with pharmacists' guidance
- Scanned packages for delivery
- Faxed doctors to verify if a refill of prescription is required
- Acquired patients' date of birth and name to locate the correct package, followed by payment information to pay for the prescription
- Coordinated with other pharmacy technicians to prepare all prescriptions on time

CERTIFIED CLINICAL MEDICAL ASSISTANT (INTERN), The Kidney Clinic, Cedar Park, TX.

July 2021 – August 2021 (5 HRS/WK, 8 WEEKS)

- Assisted physician with patients' treatment
- Developed patient care - greeted and interacted with each patient
- Took vitals during patient walk-in: measured blood pressure, weight, temperature, and pulse
- Prepared exam rooms
- Checked patients' medical history to scan for any abnormalities
- Coordinated with pharmacies to have patients' prescriptions ready
- Scheduled new appointments/follow-ups
- Transferred patient information into the system
- Faxed other clinics/hospitals patient information to keep them posted
- Coordinated with other interns and faculty members to ensure a smooth process between patients and the doctor

AWARDS/ACHIEVEMENTS

CERTIFIED CLINICAL MEDICAL ASSISTANT, National Health career Association

- Submitted a 180-question test within 3 hours
- Allowed to me perform skills and task in a clinical setting

BLACK BELT, World Tang Soo Do Association

- Took a 4 hour physical test containing all the techniques/material learned
- Submitted a 100-question test within 1 hour
- Submitted a 1000 word essay