Anna Swarts

(720) 362-0101

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**Key Qualifications**

* Communication skills
* Comprehension of written and spoken Spanish.
* Technology Experience and Transcribing
* Teaching and Tutoring Experience

**Experience**

July 1-20 **Summer Enrichment Program Counselor**

2019University of Northern Colorado, Greeley, CO

In my role as a camp counselor at the Summer Enrichment Program, I was responsible for a group of 6th grade girls, supervised the 5th-7th grade girls’ floor, and planned daily activities and special events during this sleep-away camp for gifted children.

August 2019- **Desk Services Coordinator**

March 2020 Tulane University Housing and Residence Life, New Orleans, LA

 As a DSC in Weatherhead Hall, I was responsible for greeting guests and residents, ensuring the safety of residents in the hall, and making sure that students had access to their rooms by coding keys and providing lockout services.

August 2020- **Emergency Department Scribe**

August 2021 East Jefferson General Hospital, Metairie, LA

 As a part time medical scribe in the ED, my job is to assist physicians by documenting patient visits and records using online charting applications and specific medical terminology. I accompany physicians as they evaluate patients, transcribing patients’ medical history, symptoms, examination, doctor’s notes, procedure notes, and imaging results, completing each patient's chart.

January 2021- **Classroom Experience Assistant**

Present Tulane University Information Technology, New Orleans, LA

 As a CEA, I work with a team to ensure that all technology is functioning for on-campus classes. This involves checking in on classes as they begin to make sure everything is working, as well as troubleshooting with technology including projectors and cameras, as well as software issues with tools including Zoom and Canvas. Additionally, CEA's respond to technology related issues at our call center.

September 2021- **Online Tutor**

Present Varsity Tutors, LLC, Virtual

As a virtual tutor with Varsity Tutors, I work with students from many different locations to help them better understand their subjects of study. Currently I predominantly tutor students in AP Biology and College Neuroscience.

October 2021- **Haunted House Actor**

Present The Mortuary Haunted Mansion, New Orleans, LA

I am currently employed in the seasonal role of an actor at The Mortuary. I love working in a creative and very collaborative setting and love that we are entertaining the community. I play different roles for different nights.

**Education**

 2014 – 2018 **Peak to Peak Charter School**

 4.0 Unweighted GPA

2018 – **Tulane University**

Present 3.87 GPA: I am currently majoring in Public Health and Neuroscience. I am also deferred one year, in the Tulane Pathways to Medicine program.