

Carley Anne Armstrong

213 S. 18th Street
Oxford, MS 38655

775-303-7151
caarmstrong28@gmail.com

EDUCATION

University of North Texas, Denton, Texas June 2020-May 2021
Completing Speech Pathology Leveling Coursework
Classification: Non-Degree Seeking Graduate Student

Texas A&M University, College Station, Texas Graduated: May 2018
Bachelor of Science in Animal Science
Minor in Business Administration
Overall GPR: 3.76 – *Magna Cum Laude Academic Honors*

EXPERIENCE

Texas Oncology, Plano, Texas September 2019-March 2020
Radiation Oncology Scribe

- Accompanied physician during patient consultations and assisted in recording patient history and physical exam findings into the electronic medical record.
- Organized and transcribed results for patients' laboratory tests, medications, and imaging studies.
- Documented all diagnoses, treatment plans, prescriptions, and follow-up information.
- Facilitated communication between physician and a multidisciplinary medical team.
- Prepared computerized physician order entry for review

Make-A-Wish Foundation, Dallas, Texas Summer 2019
Development Intern

- Managed a committee of volunteers who were supporting fundraising efforts through sponsorship sales, in-kind donations and event marketing.
- Coordinated peer to peer fundraising efforts for "Summer of Wishes" digital fundraising campaign.
- Facilitated silent auction solicitation and organization of materials for Delicious Wishes Collin County, an event that raised \$120,000+ for the organization.
- Created new event vendor relationships for the Foundation that donated in-kind services to support fundraising efforts.
- Conducted mail and social media communications to target attendees who would be new donors for the Foundation.

Chi St Joseph, College Station, Texas June 2017 – April 2019
Internship

- Worked with patients to take and chart vitals during appointment.
- Observed daily office practices including sanitation and safety.
- Filed paperwork and assisted in scheduling appointments for patients.

Argentina & Uruguay Agriculture/Animal Production Summer 2016
Study Abroad

- Spent three weeks in South America learning about livestock, crop, and grain production systems and comparing them to current United States Agriculture.
- Learned about the global agricultural market and new technological advances that have significant importance in the world arena.

ACTIVITIES

Chi Omega Fraternity August 2014 – May 2018
Member

- Develop friendship, career development, leadership and scholarship through teambuilding and philanthropic work with other college women.
- Served as an Event Coordinator to plan events for the chapter focusing on personal development each semester.
- Help plan events each semester to benefit Make-A-Wish Foundation and Still Creek Ranch

Fish Camp Counselor

Summer 2017

Member

- Served as a mentor for incoming freshmen students to assist in their transition to college
- Worked with a team of counselors to plan and coordinate a 4-day camp experience

HONORS

Texas A&M University Distinguished Student Award

4 semesters

- Recognition for GPR higher than 3.5

Texas A&M University Academic Deans List

3 semesters

- Recognition of a GPR of 3.75 or higher

Texas A&M University Presidents Endowed Scholarship

August 2014-May 2018

- Demonstration of exemplary Academic Scholarship, Leadership Ability, and Community Involvement.