

MEERA Y. PATEL

5740 SE Lexington St. Portland, OR 97206 • (503) 953-6096 • meeraypatel@gmail.com

EDUCATION

Reed College

Bachelor of Arts in Biology

Portland, OR
September 2004 – December 2007

- Thesis: A phosphoinositide-3 kinase-like kinase blocks cyclin G2 expression
- Awarded Sherman Fairchild institutional grant for academic research (Summer 2006)

Marymount College

Associate of Science in Biology

Rancho Palos Verdes, CA
January 2003 – May 2004

- 3.9 GPA, Dean's List all 3 semesters
 - Award for Academic Excellence in Mathematics and Chemistry (June 2004)
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EXPERIENCE

Caring Ambassadors Program

Hepatitis C Program Associate

Vancouver, WA

July 2008 – February 2009

- Edited and published *Hepatitis C Choices 4th Edition*, a hepatitis C patient-oriented resource guide, available in both print and online
- Spearheaded web-based projects aimed at improving resource access to current hepatitis C patients, which included Discussion Point™, an innovative, user-friendly tool that assists patients in navigating the diagnosis and treatment process and Ask-A-Doc™, an opportunity for the public to submit anonymous medically-related questions to the staff physician
- Performed needs assessment and researched methods of improving public reach by analyzing interests of current constituency using Constant Contact and Urchin data
- Prepared grants to fund projects for 2009

Daisy Resource Centre

International Development Intern

Kakamega, Kenya

May 2007 – August 2007

- Awarded a competitive grant by the Foundation for Sustainable Development to found an income-generation project for a resource-limited school for the physically and mentally disabled
- Mobilized community interest and resources to spread awareness and to alleviate the stigma associated with disabilities

Reed College Biology Department

Research Assistant

Portland, OR

May 2006 – August 2006

- Researched and presented the results of an analysis of the genetic expression profile of breast cancer cells exposed to estrogen

Oak Ridge National Laboratory

Research Intern

Oak Ridge, TN

August 2005 – December 2005

- Performed research studies on carbon storage on transgenic poplar trees under the direction of the US Department of Energy's Carbon Sequestration Project

United Real Estate Brokers

Administrative Assistant

Corona, CA

June 2004 – June 2007

- Provided public relations support to the financial department by appropriately answering and directing telephone and in-person inquiries.
 - Managed payroll, accounts payable, accounts receivable, and bookkeeping, a majority of which involved the processing of confidential mortgage and credit applications
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SKILLS

Typing 90 WPM, Microsoft Windows, MAC OS, Microsoft Office Suite, FileMaker Pro, QuickBooks, Adobe Photoshop, Adobe Illustrator, Adobe Pagemaker, Adobe InDesign, Macromedia Flash, Macromedia Dreamweaver, PubMed, JMP, SPSS, LaTeX

AWARDS

Top Ten Flash Movie Contest (Topic: HIV/AIDS)

Global Solutions

May 2005

Washington, DC

Lee Brandon Scholarship Award in Creative Writing

Mt. San Antonio College

December 2001

Walnut, CA