

Emily Katherine Eddings

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Experience

Medical Sales College, Dallas, TX

July 2020-Present

Student

- Acquired a comprehensive understanding of biologics/sports medicine products and procedures.
- Established a solid foundation of knowledge including anatomy, physiology, pathology, biomechanics, and medical terminology.
- Gained knowledge about different areas of the Operating Room, protocols and sterile fields to effectively navigate the hospital environment.
- Developed actionable business plans for target market through preparation of 20 orthopedic surgeon profiles in the Dallas, Texas area as well as profiled 40+ products in the industry.
- Participated in 40+ hours of role-playing to develop competency in building rapport and converting customers.

Digestive Health Associates of Texas, Plano, TX

August 2019 –July 2020

Medical Transcriptionist

- Worked under Dr. Shindu Abraham.
- Responsibilities included bringing patients back to the exam rooms, recording height, weight, medical history, family history, social history, and current medications into the electronic database. Transcribed doctor-patients office visit notes into database.
- Recorded preventive medicine for each patient into the system.

Grow Pro Client Work, Barcelona, Spain

July 2017

Marketing Intern

- Analyzed and profiled the current customers for better marketing campaigns in regards to their company.
- Developed an alumni foundation for better involvement for the clients of Grow Pro.

Frenzy Boutique, Harrison, AR

August 2014 – January 2015

Sales Associate

- Customized stock for the shelves with new product and replaced products that had been moved during the course of the day as well as modeled clothing for website and social media.
- Managed and tracked sales along with the register, confirming that it was even at the end of the day. Built and strengthened relationships with customers, dealt with different personalities and put always the customers at ease.
- Contributed to the visual display of the products in accordance with Frenzy's visual standards and ensured store functional maintenance and appropriate levels of products on the sales floor.

Claridge Products & Equipment, Harrison, AR
Secretary & Assistant

May 2013 – August 2014

- Managed the receptionist area which included greeting visitors, answering and handling incoming and outgoing phone calls as well as maintaining manual filing system
- Implemented faxing, archiving, photocopying, filing and scanning documents.
- Created and maintained spreadsheets using Excel functions and calculations to develop reports and lists.
- Drafted meeting agendas and executed follow up meetings and team conferences.

Education

Bachelor of Arts in Biology
University of Arkansas, Fayetteville, AR

Completed May 2019

Clinical Experience

Hope Cancer Resource (Highlands Oncology Clinic)

June 2018 – May 2019

- Worked at the Bentonville and Fayetteville oncology center in the imaging department a minimum of 3 hours per week gaining direct patient care experience.
- Bringing patients back to their waiting room and bringing patients to PET and CT scan machine, asking patients their weight and DOB to verify their patient records.

Premier Dermatology Shadowing

December 2017

- Shadowed Kara Richardson (P.A.) in Fayetteville, AR for first hand learning experience with visual representation of the human dermis and epidermis.
- Observed both the clinical procedures and the cosmetic procedures within dermatology.