

LOREN PAIGE MATELSKY

16 Joyce Drive, Succasunna, New Jersey 07876
973.407.9770, loren@newschool.edu

Education

- 2020 – Present **The New School** The New School for Social Research, *New York, New York*
Master of Arts: Psychology
Anticipated Graduation Date: May 2022
- 2015 – 2019 **Rutgers University** School of Arts and Sciences, *New Brunswick, New Jersey*
Bachelor of Arts: Psychology
Minor: Spanish
Graduation Date: May 2019

Experience

- 2019 – 2020 **Medical Office Manager.** *Integrative Healthcare, Randolph, New Jersey*
Managed the office of an internal medicine practice. Used an electronic medical record system to book appointments, organize medical data, submit bills to insurance companies, and communicate with hospitals, labs, and other medical offices. Assisted physician in streamlining the workflow of the office to most efficiently serve patients.
- 2018 – 2019 **RA Mentor.** *Residence Life, Rutgers University, New Brunswick, New Jersey*
Appointed position. Provided guidance and support for first-year Resident Assistants.
- 2017 – 2019 **Resident Assistant (RA).** *Hardenbergh Hall, Rutgers University, New Brunswick, New Jersey*
Functioned as the key contact and para-counselor for students in need of social, academic and emotional guidance. Organized programs to foster community, teach study skills, encourage self-advocacy, and promote equity, diversity, and inclusion. Handled emergency situations including security and mental health crises within the residence hall.
- Summer 2018 **Surgical Student Fellowship.** *Morristown Medical Center, Morristown, New Jersey*
Participated in lectures and conferences and completed research assignments. Shadowed surgeons and technicians in a variety of departments and a variety of procedures including: anesthesiology, autopsies, OB/GYN, amputations, and open-heart surgeries. Joined physicians in patient rounds, neonatal intensive care unit visits, emergency room triage, surgical clinic visits, electrophysiology labs, suturing and knot tying workshops, sleep disorder center visits, pathology labs, and mobile intensive care unit ride-alongs.
- Psychiatric Student Fellowship.** *Morristown Medical Center, Morristown, New Jersey*
Shadowed crisis counselors, psychiatrists, and emergency room psychiatric consultants. Attended psychiatric patient rounds. Observed and participated in patient discussions.

Activities

- 2017 – Present **Gamma Phi Beta Sorority.** *Delta Mu Chapter, Rutgers, New Brunswick, New Jersey*
Actively engaged in various social and philanthropic events. Fundraised for the philanthropies *Embrace Kids* and *Building Strong Girls*.
- 2017 – 2018 **Volunteer Tutor.** *Youth Empowerment Services, New Brunswick, New Jersey*
Met weekly with various students in grades 3-8. Taught skills in reading and mathematics. Encouraged self-confidence. Communicated in both Spanish and English.