

I am applying for the Assistant to the Medical Director role with a focus on managing academic societies. I bring a strong foundation in medical studies and organized administrative support, including coordinating society events and meetings, maintaining membership databases and documentation, drafting agendas and minutes, and ensuring compliance with internal policies. I am proficient with Microsoft 365 (Word, Excel, Outlook, Teams, SharePoint) and comfortable creating structured workflows, templates, and trackers to keep academic activities timely and transparent.

I thrive in structured environments where precision and discretion are essential. With a calm, methodical approach, I can handle data entry and reporting, budget and inventory tracking for society activities, cross-department coordination, and clear internal communication to support faculty and student leaders. I welcome the opportunity to contribute to your academic community and would appreciate discussing how my skills align with your requirements.