

Jamillah Khan

jkhan@ufl.edu

(352)414-9494

Ocala, FL 34476

EDUCATION

Graduate Certificate in Biomedical Informatics

Department of Health Outcomes and Policy, University of Florida

Aug. 16' - Present

Bachelor of Science in Health Education

University of Florida

Minor: Leadership Development

Cumulative GPA: 3.6/4.0

Aug. 15'

PROFESSIONAL EXPERIENCE

UF Dept. of Health Outcomes and Policy, Gainesville, FL.

Feb. 16' – Present

Administrative Support Assistant I

- Served as a delegate for the associate director of ICHP, managed purchases, requisitions, organized meetings, and assisted with unit deliverables, grants, and projects.
- Assisted and monitored a wide range of research and evaluation projects. Served as the study coordinator for a handful of IRB studies and helped draft protocols for submission.
- Communicated with program faculty and team; other Institute, Department, and University leadership; and other external constituencies.

Lakeview Internal Medicine, The Villages, FL.

Nov. 15' – Jan. 16'

Patient Coordinator

- Became experienced with eClinicalWorks EMR.
- Assisted with processes such as prescription refill requests, appointment scheduling, medical record request forms, billing, referrals, and lab orders.
- Interacted with 2-4 doctors and over 60 patients daily while adhering to HIPAA guidelines.

Neuromedicine Interdisciplinary Clinical & Academic Program, Gainesville, FL.

May 15' – Aug. 15'

Health Education Intern

- Designed, produced, and disseminated educational materials for caregivers and patients within the neurosurgery department.
 - UF Health Neurosurgery Patient Handbook
- Managed and assisted projects focused on readmission reduction, hospice process, and enhancing the discharge process.
- Collaborated with quality improvement faculty, clinicians, and other stakeholders to conduct NICAP initiatives.

Digital Health and Health Equity, Gainesville, FL.

Aug. 14' – May 15'

Research Assistant

- Analyzed and evaluated digital content and literature in mHealth applications.
- Collaborated with team members to appropriately address cultural health disparities.
- Researched and became familiarized with database regarding grants and health literature.

ADDITIONAL EXPERIENCE

UF Health Shands, Gainesville, FL.

Aug. 14' – May 15'

Student Volunteer: Endoscopy Center; Anesthesia Pre-Surgical Clinic

AWARDS

- Outstanding Undergraduate Intern Award Nominee, UF Dept. of Health Education and Behavior, 2015
- UF Dean's List, Fall 2014 and Spring 2015
- International Golden Key Honors