

Ji Seon Lee
33 Pond Ave #1003 Brookline, MA 02445
617-913-8298
Jis_lee@dfci.harvard.edu

SKILLS & QUALIFICATIONS

- Professional Administration experience in medical clinics and research lab
 - Organized, efficient and results oriented work ethic
 - Proficient in MS Word, Excel, Outlook and PowerPoint
 - Knowledge of Medisoft program, HealthWire, Peoplesoft, iLabs and Viewpoint
-

EDUCATION

Boston University College of Arts and Science

Boston, MA

Bachelor of Arts and Sciences, Concentration in Biology

May 2006

Activities:

Boston University's Korean Business Club Member

Research experience at the Professor Kaufman's Lab

Volunteer experience at Professor Finzi's Lab

PROFESSIONAL EXPERIENCE

Dana-Farber Cancer Institute, Medical Oncology Department

(Dr. Levi A. Garraway, Broad Institute Affiliation)

Boston, MA

Admin

Jan 2010- Present

- Responsible for all administrative and logistical functions.
- Responsible for booking appointments, booking travels and conferences.
- Oversaw lab staffs in Dr. Garraway's Lab and lab product orderings.
- Interaction with various corporations and institutions for Cancer conferences.
- Organized CV and Grant related Issues.
- **Organized Events for Dr. Garraway**
- **Responsible for reimbursements**

Office of Dr. Sandhya Shah MD (OB/GYN, Beth Israel Affiliation) and Dr. Anjan Chaudhury MD

(Fetal Medicine and OB, St. Elizabeth's Affiliation)

Brookline, MA

Office Manager/Receptionist/Medical Assistant

Sep 2005-Sep 2007; May 2009-Dec 2009

- Responsible for all administrative and logistical functions.
- Responsible for front desk duties: greeting patients, answering phones and booking appointments.
- Oversaw administrative staff.
- Interaction with various insurance companies for Billings.
- Maintained electronic and paper filing systems.
- Developed and implemented the adoption of HIPAA compliant procedures.
- Responsible for making patients ready for both doctors: weight, blood pressure measuring, urine test, putting OB patients for fetal monitor (NST), colposcopy preparations.
- Putting ultrasound findings taken by the Sonographer into ultrasound software called Viewpoint.

Tufts Medical Center

Boston, MA

Patient Service Coordinator

Nov 2007-Aug 2008

- Responsible for front desk duties: Scheduling, greeting patients, answering phones, booking appointments, getting records, and checking in and out patients.

- Maintained electronic and paper filing systems.
- Responsible for entering billing in the computer system.
- Responsible for covering for MFM secretary and ordering labs through computer system.

Boston University IT

Operator Assistant

Boston, MA

Nov 2004 – Sep 2005

- Filing and organizing printouts.
- IT related care services.

OTHER EXPERIENCE

Mr. Sushi

Host / Manager Assistant

Brookline, MA

Dec 2006 – Sep 2007

Beauty Supply Supermarket

Retail Associate

Boston, MA

Dec 2003 – Sep 2004