

RESUME

NAME: Molly June Jacobsen
832 County Road 1120
Cumby, TX 75433
469.338.9368

EDUCATION

Texas A&M University-Commerce Fall 2006-Spring 2010
GPA: **3.46/4.0**
Bachelor of Science- Pre-Medical Biological Sciences
Minor in Interdisciplinary Studies
Dean's List: Spring 2007, Spring 2008, Fall 2008, Spring 2010
President's List: Fall 2010

Texas A&M University Commerce Fall 2010-Spring 2014
GPA: **3.83/4.0**
Magna Cum Laude Graduate
Master of Science (M.S.): Biology
Courses Completed: Cardiovascular Physiology, Endocrinology, Advanced Genetics, Microbiology,
Advanced Immunology, Animal Physiology, Neuroscience, Biogeography

CURRENT POSITION

City of Commerce- City Secretary/Human Resources/Admin Services Dec 2016-present
-Custodian of Records for the City
-Public Information Officer
-Secretary of Emergency Management
-records minutes for City boards and Commissions
-assists in hiring of new employees in all departments, completes HR paperwork for new hires
-assists City Council in any capacity needed

Texas A&M University- Commerce July 2015-present
-Adjunct Professor: Microbiology, Anatomy & Physiology I,
Integrated Sciences I & II (Organizational Leadership Program) August 2017-present
-Developed new online courses for Organizational Leadership (BAAS) Summer of 2018
Program and Biology Department (A&P I)

PREVIOUS PROFESSIONAL POSITIONS

Paris Junior College- Sulphur Springs Jan 2015-Dec 2017
-Adjunct Professor: Anatomy & Physiology I & II

Scribe Program (Iamscribe.com) May 2009-May 2014
-Promoted to PhysAssist Scribe Trainer March 2010
-Built first scribe program at Methodist Main ER (San Antonio, TX) August 2010
-Built first scribe program at Kadlec Medical Centre (Richland, WA) May 2011
-Promoted to East Texas Scribe Ambassador October 2011
-Promoted to East Dallas Chief Scribe May 2012
-managed staff of 20-25 ER Scribes at both Hunt Regional and Presbyterian Hospital of Rockwall
-oversaw hours of employees, made schedule, trained new employees, coordinated with ER
doctors regarding progress of trainees and status of established scribes

Plano Urgent Care- Clinic Manager May 2014-Jan 2015
 -Hired staff, produced policies and all paperwork necessary for clinic, inventoried and established supplies for startup of new Urgent Care clinic
 -managed staff of 20-25 RNs, LVNs and MA/NCTs -monitor inventory and equipment on a daily basis
 -maintain OSHA and HIPAA compliant facility

ACADEMIC BACKGROUND

Research- studying gene mutations involved Spring 2009-2013
 in Hereditary Spastic Paraplegia.

TECHNICAL SKILLS

-Fluency in Blackboard, E-college, and myLeo online teaching modules
 -Microsoft programs: Word, Excel, Powerpoint
 -Incode system: financial & personnel records for municipalities

PUBLICATIONS

Master's Nonthesis- Hereditary Spastic Paraplegia: May 2014
 A neurodegenerative disorder

PRESENTATIONS

Symposium:

Texas A&M University-Commerce Annual Research Symposium- April 2011
 "The Role of Maspardin in the Endocytic Pathway"

Other:

Texas A&M Commerce "Mane Event"- Fall 2010
 Conducted various demonstrations, experiments and interactive sessions designed to provide high school students and transfer students a glimpse into the Dept. of Biology

HONORS & ACHIEVEMENTS

-Columbia Crew Memorial Scholarship Recipient Fall 2006- Spring 2010
 -Blue and Gold Scholarship Recipient Fall 2006- Spring 2010
 -Donald Ingold Endowment Recipient Spring 2009
 -Justus Brown Cameron & Nannie Day Cameron Endowment Recipient Spring 2009
 -First Place Poster Presentation at Texas A&M- Commerce April 2010
 -Annual Research Symposium: Co-Author of "Successful Cloning and Subsequent Mammalian and Bacterial Expression Profiles for ALDH16A1 Functional Characterization"
 -Continuing the Pride Scholarship Recipient Fall 2010-Spring 2011
 -S-STEM Graduate Scholarship Recipient Fall 2010-Spring 2012
 (Science, Technology, Engineering and Mathematics)
 -National Science Foundation STEM Scholarship Recipient Spring 2011
 -First Place Graduate, Oral Presentation April 2011
 at Texas A&M University-Commerce Annual Research Symposium- "The Role of Maspardin in the Endocytic Pathway"

MEMBERSHIP IN STUDENT SOCIETIES

- Lifetime member of Tri-Beta (National Honors Biology Society) Fall 2008- present
- College of Arts and Sciences Student Ambassador Spring 2009-2010
- Mendelian Society member Fall 2010- Spring 2014

TEACHING ASSISTANTSHIPS

- Texas A&M Commerce- College of Sciences August 2009-May 2014
- GAR/Instructor for Freshmen Biology labs & Human Physiology lab
- Assisted Dean teaching Histology

COMMUNITY ENHANCEMENT

- Big Brothers, Big Sisters Volunteer 2005-2006
- Lake Pointe Children's Ministry Volunteer 2004-2006
- Lake Pointe High School Summer Camp Volunteer Summer 2007
- Communities in Schools Volunteer Spring 2009-Spring 2010
- Commerce Relay for Life Committee Chair Member November 2011
- Louise Drake Garden Club Member Fall of 2017- present
- Northeast Texas Career and Technical (NETCAT) Consortium Board Member February 2018- present
- Commerce Leadership Institute (CLI) Class of 2018

REFERENCES

Dr. Jeff Kopachena, Ph. D.
Professor
Texas A&M University Commerce
1700 Highway 24
Commerce, TX 75429
903.886.5395 (office)

Kerry Crews
Assistant to the City Manager
City of Commerce, Texas
1119 Alamo St.
Commerce, TX 75428
903.886.1132 (office)

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City of Commerce, Texas
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Director of Strategic Marketing Communications & Hunt Regional Healthcare Foundation
Hunt Regional Medical Center
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Greenville, TX 75401