

## RESUME

**NAME:** Molly June Jacobsen

### 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  
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1119 Alamo St.  
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Director of Strategic Marketing Communications & Hunt Regional Healthcare Foundation  
Hunt Regional Medical Center  
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