

OLIVIA BURGESS

Syracuse, NY | oburgess1624@gmail.com | (315) 992-4372

EDUCATION

University of Georgia, College of Public Health

Athens, GA

Bachelor of Science in Health Promotion – Emphasis in Health Services | Minors: Spanish, Health Policy and Management

Expected Graduation: May 2026 | Overall GPA: 3.77

Awards and Honors:

Classic Scholarship Recipient (F2022-S2026), President's List (S2025, F2025), Dean's List (F2022, S2023, F2023, S2024, F2024), UGA in Valencia Study Abroad

PROFESSIONAL EXPERIENCE

University Cancer & Blood Center – Athens, GA

February 2026 – Present

Medical Assistant

- Perform patient intake, vital signs, phlebotomy, and EMR documentation for oncology and hematology patients undergoing infusion therapy and ongoing cancer treatment
- Assist providers with symptom assessment, treatment preparation, and coordinated care in a high-volume oncology setting

Physician's Express Urgent Care – Johns Creek, GA

January 2026 – February 2026

Certified Medical Assistant

- Performed patient intake, obtained vital signs, and collected specimens in a fast-paced urgent care setting
- Supported rapid patient turnover by efficiently rooming patients, preparing exam rooms, and assisting providers during evaluations

CNY Family Care – East Syracuse, NY

April 2025 – August 2025

Certified Medical Assistant

- Conducted comprehensive patient intake, EKGs, specimen collection, and EMR documentation in a fast-paced primary care office
- Assisted with procedures, supported longitudinal patient care, and coordinated clinic workflow

SHADOWING EXPERIENCE

Crouse Hospital Neonatology Intensive Care Unit – Syracuse, NY

January 2026

- Shadowed Nicole Siddon, PA-C
- Observed patient histories, physical exams, and diagnostic decision-making in a NICU setting

St. Joseph's Physicians Primary Care – Fayetteville, NY

December 2025 – January 2026

- Shadowed Abigail Svarplaitis, PA-C
- Gained exposure to clinical decision-making, physical exams, patient management, and workflow efficiency

COMMUNITY INVOLVEMENT

Empower In & Out – Athens, GA

July 2025 – Present

Outreach Director

- One of six founding executive board members
- Supports Pinewoods Tutoring through fundraisers, donation drives, community events, and tutor recruitment
- Serves as a liaison between club and Pinewoods community families

Athens Heart Center & Specialty Clinics – Athens, GA

August 2024 – December 2024

Student Volunteer

- Assisted with patient intake, vital signs, and clinic flow in a cardiovascular specialty setting
- Escorted patients, prepared exam rooms, and maintained organized supply inventory to enhance clinic efficiency

University of Georgia Medical Brigades – Panamá

May 2024

Medical Brigade Volunteer

- Assisted with intake, triage, vitals, translation, and patient consultations during a week-long medical service trip serving underserved communities in Panamá

Pinewoods Tutoring – Athens, GA

Volunteer

September 2023 – Present

- Provide accessible after-school academic support for underprivileged K-5 students in the local community
- Build mentoring relationships with students to promote academic confidence, goal setting, and long-term educational success

CERTIFICATIONS AND SKILLS

- Certified Clinical Medical Assistant (CCMA) – National Healthcareer Association
- Basic Life Support (CPR & AED) – American Heart Association
- Spanish (conversational/professional)

December 2024

May 2024