

JESSICA S. MERLIN

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EDUCATION

THE WHARTON SCHOOL, UNIVERSITY OF PENNSYLVANIA

Master of Business Administration Candidate; Health Care Management Major

Philadelphia, PA
2003-2005

- Norman V. Weschler Fellowship recipient

SCHOOL OF MEDICINE, UNIVERSITY OF PENNSYLVANIA

Medical Doctor degree Candidate

Philadelphia, PA
2000-2005

- 2000-2001 National Phi Kappa Phi Graduate Fellowship recipient

CARNEGIE MELLON UNIVERSITY

Bachelor of Science, Biological Sciences with an additional major in History and Policy

Pittsburgh, PA
1996-2000

- Phi Beta Kappa; Phi Kappa Phi; University Academic Honors; Mellon College of Science Research Honors; Margaret Neff Award for the most outstanding history graduate; Biology Student Advisory Council's Outstanding Student Service Award; Senior Leadership Award; Alumni Association Student Service Award; GPA: 4.0/4.0
- C.J. Queenan, Mary Louise Brown Graham, and Institutional Scholarships, Carnegie Mellon Grant

EXPERIENCE

ACADEMIC ADMINISTRATION AND TEACHING

- USMLERx Founding Editor, 2004 – present
 - Work with authors of highly acclaimed series First Aid to develop a Question and Answer book for USMLE Step 2
 - Recruited, interviewed, and hired a 20-member team of medical student authors and one co-editor
 - Manage a team of 10 authors, edit 500 questions
- Co-founder, www.md-mba.org, 2004 - present
 - Collaborated with other MD/MBA students to create the first website for students contemplating or enrolled in MD/MBA programs
 - Create new website content, plan marketing and development strategies
- Medical Student Government Combined-Degree Co-Chair 2003-2004, Secretary 2001-2003
 - Meet monthly with student government members and administrators to discuss curricular and program issues
 - Supervised creation of old exam website; developed and presented proposal to revise grading and evaluation system
- Wharton Health Care Club Lunchtime Lecture Series Co-Chair, 2004
 - Created program that allows first year MBA Health Care Management majors to apply core business concepts to a healthcare setting, secured administrative buy-in and funding
 - Coordinated monthly lectures, invited Wharton professors to speak
- Consultant, Tuberculosis Isolation Unit project, Princess Marina Hospital, Gaborone, Botswana, August 2004
 - Worked with Chief Operating Officer and Penn Med professor to recommend an administrative and architectural design for a new Tuberculosis Isolation Unit. Did this project while doing a medical school rotation in the hospital's Male Medical Ward
- Administrative Intern, Catholic Health East, June 2004
 - Shadowed the Chief Medical Officer of Nazareth Hospital for one week, and shadowed the CEO of St. Francis-Trenton for one week
- University of Pennsylvania's Langfitt Memorial Health Policy Symposium, Co-Director, 2001
 - Coordinated University of Pennsylvania School of Medicine's premier health policy symposium, "Selling Drugs to Doctors." Managed team of 10 people, oversaw logistics, budget allocation, and marketing of large-scale event
- Brain and Behavior Revision Project Co-Leader, Summer 2001
 - Developed proposal to restructure pre-clinical neurology and psychiatry course, presented proposal to course director and other neurology/psychiatry faculty, implemented plan by rewriting 20 lectures
- University of Pennsylvania School of Medicine Office of Admissions Student Consultant, Summer 2001
 - Met with Director of Admissions and IT staff to develop and test the school's first online application
 - Provided recommendations about the school's response to the first national online application
- University of Pennsylvania School of Medicine Office of Admissions Hosting Program Co-Chair, 2000-2001
 - Developed and implemented housing program for students during interview season and second look weekend
- First year medical school course representative, 2000-2001
 - Met weekly with faculty to discuss curricular issues, held focus groups with students to identify and remedy problems
- Student representative and tour guide to LCME Accrediting Committee, 2001
 - Met with LCME representatives to discuss a variety of curricular issues
- Organic Chemistry I and II Supplemental Instruction Leader, 1998-1999
 - Taught organic chemistry in optional biweekly sessions, met with faculty to give feedback on students' progress
- Carnegie Mellon University Vice President's, Dean's, and Biology Student Advisory Councils, Member, 1997-2000
 - Met with members of university administration to discuss curricular, operational, and strategic issues

- Panel speaker for the Admissions Office and tour guide for the Mellon College of Science, 1998-2000
 - Spoke to groups of prospective students and their parents about student life at Carnegie Mellon
- Mellon College of Science tutor for calculus, biology, and chemistry, 1998-1999
 - Met regularly with one student near failure in several classes, helped her achieve above-average grades

RESEARCH AND CONSULTING

- Reimbursement consulting for a group of physicians in private practice, 2004
 - Collaborated with a Wharton professor to model a private practice office's insurance company reimbursement
- Bayada Nurses Independent Consultant, Summer 2004
 - Led four member team which researched the feasibility of and developed a bonus plan for the company's Nursing Supervisors
 - Worked closely with and presented findings directly to CEO
- Centers for Disease Control and Prevention (CDC) Legionnaires' Disease outbreak Research Assistant, Spring 2002
 - Reviewed medical records for evidence of upper respiratory infections among residents of a nursing home
- Children's Hospital of Philadelphia Department of Emergency Medicine Research Assistant, Summer 2001
 - Interviewed children in the Emergency Department and via telephone who were injured as a result of violence
- Howard Hughes Medical Institute Grant for senior thesis research, "The Influenza Epidemic of 1918 in Pittsburgh's Jewish Community", 1999

COMMUNITY SERVICE

- On Your Feet Project, Philadelphia Chapter Director, 2004-present
 - Organized launch of the Philadelphia chapter of a national 501(c)(3)-recognized nonprofit organization, built team of volunteers to run organization
 - Established partnerships with other local nonprofit organizations
 - Lead team that develops and markets event-based outreach programs, which educate young people about local nonprofits and volunteer opportunities
- Wharton Community Consultant, 2003-2004
 - Worked on team that provided free consulting services to area nonprofit on charter school development
- Children's Institute Pediatric and Prader-Willi Syndrome Inpatient Units Volunteer, 1998-2000
 - Worked with physical and occupational therapist to provide inpatient care for individuals with Prader-Willi Syndrome
- National Prader-Willi Syndrome Association Youth and Adult Program Group Leader, Summer 2000, 2001
 - Supervised volunteers responsible for 30 children with Prader-Willi Syndrome, coordinated activities for participants

ADDITIONAL INFORMATION

- Uptown Swing dance organization Co-President, 2002-present
 - Organize bimonthly dances which draw 150 people from the tri-state area, plan special events, and secure funding
- Conversant in Setswana, 2004
 - In preparation for trip to Botswana, located fluent Setswana speaker and arranged private/group classes
- Wharton International Culture Show Swing Dance Skit Co-Director, 2004
 - Provide swing dance instruction and choreography to skit participants
 - Perform in the Wharton International Culture Show, representing North America
- Jewish Graduate Student Network Medical School liaison, 2003-present
 - Plan and secure funding for city-wide social events for Jewish grad students, promote events to medical students
- C.F. Reynolds Medical History Society member, University of Pittsburgh, 1998-2000
 - Attend monthly lectures, interact with historians and clinicians in this field