

# Riley Chen

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## EDUCATION

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**Bachelor of Science, Public Health** | California Polytechnic State University | San Luis Obispo, CA  
Expected May 2027

Concentration: Community and Public Health | Minor: Biology

**Relevant Coursework:** Women's Health, Human Anatomy and Physiology, Epidemiology, Statistics, Injury & Drug Prevention, Public Relations & Communications, Chronic Illness

## CLINICAL & HEALTHCARE EXPERIENCE

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### Clinical Assistant

**Central Coast Family Health Clinic** | San Luis Obispo, CA | May 2025 — Present

- Assist with front office duties, including 15–25 patient check-ins per shift, appointment scheduling, and phone inquiries.
- Interact professionally with patients while maintaining confidentiality during clinical and front-office operations.
- Sterilize instruments, organize supplies, and ensure exam rooms are prepared for patient visits.
- Support clinical staff by helping to maintain efficient patient flow and clinic organization.

### Hospital Volunteer

**Dignity Health French Hospital Medical Center** | San Luis Obispo, CA | March 2024 — Present

- Assist hospital staff with transporting patients and delivering supplies.
- Support patients and visitors by offering directions and answering general questions.
- Observe daily hospital operations and interdisciplinary teamwork in a clinical setting.
- Build communication, professionalism, and reliability through regular volunteer shifts.

## LEADERSHIP EXPERIENCE

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### Peer Health Educator

**Cal Poly Campus Health & Wellbeing** | San Luis Obispo, CA | September 2024 – Present

- Deliver peer-led health education on stress management, sexual health, and healthy lifestyle behaviors to over 50 students per quarter.
- Plan and facilitate health education workshops and outreach events in collaboration with campus health staff.

## SKILLS

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**Language:** Mandarin (Fluent), Spanish (Conversational)

**Technical:** EMR systems | R (RStudio) | Microsoft Office (Outlook, Word, Excel, PowerPoint) | Canva