

# Megan K. Carlough

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## **EDUCATION**

### **Towson University – May 2020**

Bachelor of Science in Psychology

Minor- Health Sciences

### **Thomas S. Wootton High School, Rockville, Maryland**

Graduated- June 2015

## **WORK EXPERIENCE**

### **Healing by Design, LLC**

#### ***Administrative Assistant***

- Provide administrative and clinical supports to a Mental Health Private Practitioner
- Computer input of all clinical progress notes into Electronic Medical Records (EMR)
- Responsible for all mail, filing, office supplies and equipment (printer/scanner/computer)
- Prepare, maintain and file all HIPAA compliant patient files
- Responsible for organizing & maintaining business expenses
- Involved in daily/weekly/monthly appointments updates/changes
- Schedule/supervise all maintenance repairs
- Coordinate emails and work with business consultants
- Computer troubleshooting with owner of clinical practice
- Created Work Documents to improve work flow/recordkeeping
- Send Zoom Invites & engage in Zoom meetings

Chevy Chase, MD  
*August 2019 – Present*

### **Kohl's**

#### ***Cashier***

- Solicited credit & processed applications
- Managed product & store organization
- Facilitated exceptional customer service
- Handled returns and exchanges

Gaithersburg, MD  
*June 2017 - Aug. 2017*

### **Stern and Associates**

#### ***Legal Assistant***

- Organized files
- Excel spreadsheets
- Managed phone system
- Greeted clients
- Coordinated/delivered legal documents for the District Court of MD filings

Rockville, MD  
*July 2016 - Aug. 2016*

### **John Hopkins - Wilmer Eye Institute**

#### ***Clinical Intern***

- Assisted with eye exams
- Managed phone system
- Assisting with exams and procedures

Bethesda, MD  
*Sept. 2014 - May 2015*

### **Shady Grove Hospital - Labor and Delivery**

#### ***Medical Intern/Volunteer***

- Recorded HIPAA compliant patient information
- Assisted with coordination of family members of patients
- Provided supplies to delivery rooms
- Managed phone system

Gaithersburg, MD  
*Sept. 2013 - July 2015*

- Created patient packets
- Supported Clinical Staff

**Mary Carlough Interior Design**  
***Interior Design Assistant***

North Potomac, MD  
*July 2010 – Sept 2013*

- Assisted Interior Designer during site visits
- Assisted with Design Projects (fabric & furniture selections)
- Organized paperwork, mail & office supplies
- Organized & returned fabric samples
- Managed client information & files

**Muddy Branch Veterinary Center**  
***Vet Assistant Intern***

Gaithersburg, MD  
*June 2012 - Aug. 2012*

- Cared for dogs & cats
- Maintained a clean work environment & managed laundry
- Restocked medicine and prepped appointment rooms

**VOLUNTEER EXPERIENCE**

- St. Raphael's Nursing Home
- Freshman Planning Committee-POTH, Homecoming, Prom 2012
- We Help Our Animals (WHOA) club
- Habit for Humanity
- Shady Grove Hospital Volunteer-Labor and Delivery

**SKILLS**

- CPR/AED Certified
- Microsoft Office (Word, PowerPoint, Excel)
- Strong organizational skills
- Quick and eager to learn
- Excellent listening and communication skills
- Works well in teams
- Initiative and problem-solving abilities
- Time Management
- Maintain Confidentiality
- Familiar with Zoom

**REFERENCES AVAILABLE UPON REQUEST**